



LIJIN TP



CAREER SUMMARY

I seek challenging opportunities where I can fully use my skills for the success of the organization.



EXPERIENCE

Taw-seel (Aljawdah Delivery Services)

10/11/2023 - Present

Accountant

- .Manage all accounting transactions
- .Prepare budget forecasts
- .Publish financial statements in time
- .Handle monthly, quarterly and annual closings
- .Reconcile accounts payable and receivable
- .Ensure timely bank payments
- .Compute taxes and prepare tax returns
- .Manage balance sheets and profit/loss statements
- .Report on the company's financial health and liquidity
- .Audit financial transactions and documents
- .Reinforce financial data confidentiality and conduct database backups when necessary
- .Comply with financial policies and regulations

City Exchange

12/12/2011 - 09/11/2023

Operations Manager

- . Head, supervise, control and administer the day to day operations of the Branch and management of Exchange's business for achieving the business and profit level of the branch
- . Implement/maintain up-to-date management and financial systems so as to keep the branch in high standards and to maintain the Branch in good operating order
- . Submit to the General Manager of the Exchange company – periodical reports and accounts
- . Ensure proper maintenance of books of accounts, system and procedures, security arrangements, audit control procedures, information and data reference system and foreign exchange dealings and settlements
- . Ensure full compliance of AML/CFT as per CBUAE guidelines



CONTACT

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SKILLS

- . Enthusiastic, energetic, patient, and friendly
- . Willingness to learn
- . Good problem solver and adaptable to any situation
- . Effective communication skills



LANGUAGES

English

Hindi

Malayalam

Tamil

Arabic

Kannada



PERSONAL DETAILS

Date of Birth : 15/03/1987

Marital Status : Married

Nationality : Indian

Religion : Islam

Gender : Male

Driving Licence : UAE Driving License

Manappuram Finance

10/12/2010 - 15/10/2011

Assistant Branch Manager

- . Manage cash transactions and perform daily operational functions Work with customers on gold loan, money transfers, deposits and all business deals
- . Verification and preparation of payment vouchers (cash and bank), receipts, journal
- . Preparation of Bank Reconciliations statements
- . Monitoring the Accounts Payables & receivable for the organizations
- . Finalizing the Balance sheet of the organizations on yearly basis
- . Monitor daily operations to ensure the growth of branch business
- . Monitoring and fulfilling the targets given by the company
- . Plan and set the individual goals to team members and motivate them in various ways
- . Lead the team to achieve the targets within the timelines



EDUCATION

Bharathiar University

2010

MBA (Finance and Marketing)

Calicut University

2007

Bachelor of Commerce (B.Com)



DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.