

# LIJO JOY

## ACCOUNTANT

I have prepared myself to become a successful accountant by working hard in my career. I Have shown a high level of confidence, progression and commitment in my current role. Have more than 7+ years experience in Accounting and Cashier field.



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📍 Muscat, oman

## WORK EXPERIENCE

### Assistant Accountant

C S Sadasivan Associates, Chartered Accountant

01/2012 - 08/2014

### Accountant

Popular Vehicles and Service ltd Branch

11/2014 - 12/2015

Perumbavoor, Ernakulam, Kerala

### Accountant

popular vehicles and service ltd Head office

12/2015 - 02/2017

Thrissur, Kerala

### Accountant

Axiom International W L L, Qatar

03/2017 - 01/2020

Wakra, Doha, Qatar

Material and Labor Trading Firm

Achievements/Tasks

- All accounting Works includes Cash, Bank, Salary.
- Accounts payable and receivable handling on daily basis
- Prepare Purchase Quotation and orders

### Accountant and Purchase manager

Periyar Kart Supermarket

11/2020 - 03/2022

Koratty, Thrissur, Kerala

Wholesale and retail supermarket

Achievements/Tasks

- All accounting Works including Purchase
- Accounts payable and receivables, Cash and bank related works

### Accountant

Modern Khuwairat Farms Limited

04/2022 - Present

Barka, Muscat, Oman

Chicks and Chicken Firm

Achievements/Tasks

- All Accounting related works handling independently
- Handling Accounts receivable and payable

## EDUCATION

### Bachelor of Computer Application

Mahatma Gandhi University

06/2008 - 03/2011

Chalaky, Thrissur, Kerala

Courses

- Computer Application in Bcom

## SKILLS

Tally ERP 9

Ms office

Internet packages

Cash handling

Accounts Payable

Accounts Receivable

Excellent communication

Time management

Problem solving skills

Bank reconciliation

Front office administration

Critical thinking

Knowledge of accounting practices

Bank related works

Customer Service

Leadership

## LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

## INTERESTS

Reading

Football

Music

Travelling