



ELAIJA ELSA VIJI

ACCA PURSUING | BCOM GRADUATE | [linkedin.com/in/elaija-elsa-viji-428116209](https://www.linkedin.com/in/elaija-elsa-viji-428116209)

CONTACT

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AbuDhabi, UAE

- Passport : Y4790652
- Nationality : Indian
- Visa Status : Visiting Visa
- DOB : 26/03/2000

SKILLS

- Financial Reporting
- Balancesheet analysis
- GAAP
- Journal entries
- Budgets & Forecasting
- Financial statement analysis
- Attention to detail
- Organisational skills
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Power BI

LANGUAGES

- English - Fluent
- Malayalam -Fluent
- Hindi - Beginner
- Tamil - Beginner

PROFILE

Driven student seeks opportunity to capitalise on accounting knowledge and understanding with trainee position. Communicates and collaborates well for helpful staff and customer support. Learns quickly and competencies to achieve task demands.

EXPERIENCE

GEORGE VERGHESE & ASSOCIATES. [June 2023 - September 2023]

- Preparation of financial statements and net-worth statements
- Developed interpersonal skills, technical aptitude, project management, communication and analytical skills
- Complied to GAAP, legal and professional obligations for high quality and consistent reporting
- Assisted in financial audits, NPO audits, tax audits and indirect tax filing
- Experienced in client engagement and office administration
- Examined financial documents to check totals, verify transaction accuracy and identify discrepancies
- Utilised Excel functions for faster data manipulation and increased productivity levels.

EDUCATION

- **ACCA** **2022-2025**
Association of Chartered Certified Accountants
Kochi, Kerala, India
- **Bachelor of Commerce - 84%** **2018-2021**
BCom - Finance & Taxation
Baker College for Women, Kottayam, Kerala, India
- **XII : CBSE - 84%** **2017-2018**
BMM English Medium School, Kottayam, Kerala,
India
- **X : CBSE - 95%** **2015-2016**
BMM English Medium School, Kottayam, Kerala,
India

ACHIEVEMENTS

- Academic Excellence Award for BCom (2021)
- Successfully completed seminar on Personal Enrichment Programme in Soft Skills by MRF Pvt Ltd, Kottayam, Kerala, India (2020,2015)
- Participated in Business Plan Event in the National Level Management Fest - Simthesis 12.0 conducted by Saintgits Institute of Management (2020)

CERTIFICATIONS

- ACCA - ACCA Advantage Practical Experience in Accounting Job Simulation
- KPMG US - Career Catalyst : Audit Job Simulation

PROJECT

Successfully completed 'A Study on Changing Pattern on Demand of E-Banking Services of State Bank of India (SBI), With Special Reference to Kottayam District. SBI is a nationalised bank in India.

DECLARATION

I hereby declare that all the information provided above is true and accurate to the best of my knowledge and belief. I understand that any falsification of information may lead to the rejection of my application or termination of employment if selected.

Place: Abudhabi

Date: 07/10/2024

Signature: Elaija Elsa Viji