

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Work History

### Accountant (2017-07 to 2023-10)

Aryavaidyasala Kottakkal, New Delhi, India

- Reconciled accounts receivables and payables, reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses.
- Handled day-to-day accounting processes to drive financial accuracy.
- Evaluated and improved financial records to make important business decisions.
- Improved data collection, financial analysis, and financial modeling to optimize practices and retain customers.
- Gathered financial information, prepared documents, and closed books.

### Audit Assistant (2013-05 to 2016-04)

Raghunath Associates, Cochin, India

- Performed auditing work in accordance with rigorous auditing standards and principles.
- Worked audit engagements for industries.
- Recommended changes in internal audit controls.
- Handled planning and budgeting for audit engagements.
- Assessed financial statements and records.
- Participated in corporate assessments, examining policies and procedures for inconsistencies.
- Reviewed general ledger transactions to identify errors or irregular entries.
- Performed extensive assessments of assets, liabilities and equity to verify accuracy in financial reports.
- Completed audits in accordance with regulations and procedures.

## Education

### Bcom: Commerce (2009-2012)

Baselius College – Kottayam, India

### Mcom: Commerce (2015-2017)

Annamalai University - Tamil nadu, India

## Achievements

- Increasing revenue
- Building relationship with Clients
- Evaluated Accounts and Business plans.
- Reduce the Business costs



**Shyjo Jacob  
Vazhakkunnathu**  
Accountant

## Contact

### Address

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Karama  
Dubai UAE

### Phone

+971567128817

E-mail: shyjo15@gmail.com

Passport: M8074079

Expiry: 06.04.2025

Visa: Visit

Visa date: 12.12.2023

## Skills

Tax accounting

Bank Accounts

Reconciliation

Cash Flow analysis

Account Reconciliation

Tax law understanding

Financial statements  
expertise

## Software

Tally Erp9

SAP FICO

## Languages

English

Hindi

Malayalam

Tamil

