



CURRICULAM VITAE

SIJI K KOSHY

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Visa Status : Employment

Seeking suitable post in Accounts & Finance Department

OBJECTIVE

Contribute to the success of an organization by fully utilizing my skills and knowledge that will provide growth in increasing level of responsibility and affiliate with company where my interest, skills and aptitude used to further enhance my qualification and advance.

CAREER PROFILES

- Highly motivated confident and with constructive approach to problem solving, quickly to learn new concept and skills.
- Adoptable, flexible has the ability to work with pressure, apply methodical approach to provide effective solution.
- Positive attitude towards work and has upbeat personality, smart and responsible.
- Self-starter, sincere & committed person, quick learner Responsible team player.
- Systematic, Focused, Dedicated & Disciplined and trust worthy hard working and ability to work under pressure.

EDUCATIONAL QUALIFICATION

COURSE	COLLEGE/ INSTITUTION	YEAR OF PASSING
MBA (HR)	Jaipur National University, Jaipur	2017
M. Com (Finance)	Mahatma Gandhi University, Kottayam, Kerala	Course Completed
B.Com	St. Thomas College – Ranny	2001
Pre- Degree	St. Thomas College – Ranny	1997

ADDITIONAL QUALIFICATION

Completed six months in Practical Accounting and Taxes

WORK EXPERIENCE

- 1) Employer Name : AL AHALIA MONEY EXCHANGE BUREAU, ABUDHABI
Position : Branch Manager
Duration : 26th January 2013 To Still working
- 2) Employer Name : AL KARAMA AYURVEDIC & YOGA CENTRE, DUBAI
Position : Assistant Accountant
Duration : 5 1/2 Years (26th November 2006 To 10th June 2012)
- 3) Employer Name : M/s Raghunath. B & Co., Chartered Accountant
Position : Accounts Assistant
Duration : 2 Years (01st August 2004 To 30th September 2006)
- 4) Employer Name : M/s South India Produce Co.
Position : Stores Officer
Duration : 2 Years (25th May 2002 To 31st July 2004)

JOB DESCRIPTION

Company	: AL AHALIA MONEY EXCHANGE BUREAU, ABUDHABI
Experience	: 26 th January 2013 to Still working
Position	: Assistant Branch in Charge

JOB DESCRIPTION-1

- Answers inquiries from customer regarding borrowing and in compliance with bank product.
- Promote bank product and service, identify customer needs.
- Resolve product or service problems by clarifying the customer complaint, determining the cause of the problems, selecting and explaining the best solution to solve the problem.
- Follow communication procedure, guidelines and policies.
- Take the extra mile to engage customer
- Sending money Bank to Bank as per customer given details
- Authorize Bank to Bank transactions
- Attending the Enquiries and complaints and solving
- Maintaining the Record and Inventory of Receipt and Issues
- Handling daily Cash, Cheque Payments

- Sending Daily Transaction Details to Accounts Department
- Sending Daily Sales Report to the Respective Manager
- Giving right product to right customer.
- Sending monthly attendance report to HR Department

Company : Al Karama Ayurvedic & Yoga Centre, Dubai
 Experience : 26th November 2006 to 10th June2012
 Position : Assistant Accountant

JOB DESCRIPTION- 2

- Preparation of vouchers
- Entering Transaction
- Verifying daily transactions
- Preparing daily Cash Flow Statements
- Follow up to debtors
- Corrective ness of Creditors
- Preparing monthly Receipt & Payments Accounts
- Preparing Monthly Income & Expenditure Accounts
- Preparing Profit & Loss Account, Balance Sheet and all other relevant schedules which is a part of finalization
- Budget preparation
- Cost analysis and evaluation

Company : M/s Raghunath. B & Co., Chartered Accountant
Experience : 2 Years From 01.08.2004 to 30.09.2006
Position : Accounts Assistant

JOB DESCRIPTION- 3

- Vouching of daily transactions
- Thorough checking of Books of Accounts
- Verification of Assets
- Preparation of Trial Balance
- Preparation of Financial statements like profit and loss account, Balance sheet and all other schedules which is relevant for the finalization of books of accounts
- Valuation of Closing Stock
- Evaluation of cost of production (for manufacturing concerns only)
- Submission of Financial statements and report to the top level authority

Company : M/s South India Produce Co.
Experience : 2 Years From 25.05.2002 to 31.07.2004

Position : Stores officer

JOB DESCRIPTION- 4

- Vouching of daily transactions
- Thorough checking of products
- Verification of stocks
- Valuation of Closing Stock
- Submission of Financial statements and report to the top level authority

STRENGTHS

- Self motivated and a motivator
- Patience and understanding capabilities.
- People handling skills.
- Optimistic.

SKILLS

- Computer knowledge in **MS – Office** – Excel , Word, Internet
- Knowledge in Accounting package – Tally.
- Language Skills : English, Hindi & Malayalam

PERSONAL DETAILS

Age & Date of Birth : 40 yrs, 23.05.1978
Sex : Male.
Marital Status : Married
Nationality : Indian.
Religion : Christian

PASSPORT DETAILS

Passport Number : K5692242
Date of Issue : 01/08/2012
Date of Expiry : 31/07/2022

REFERENCE

- **Harilal Muraleedharan**
Branch in charge
Al Ahalia Money Exchange Bureau, Abu Dhabi
Mob. No. +971 507376316

DECLARATION

I do here by declare that the above furnished details are true to the best of my knowledge.

Place :
Date :

SIJI. K. KOSHY