



DIJU JAMES

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DOB : 11/05/1991

TARGET JOB TITLE

Accountant

OBJECTIVE

A carrier driven budding professional focused on excellence in the area of financial accounting, audit and taxation. I am seeking to work with a dynamic, commercially - focused people - oriented company that can harness abilities and skills and provide opportunities for professional growth.

WORKED SOFTWARES.

Tally ERP 9 , Peachtree, QuickBooks, Hotsoft, Indium Technology, Hotelier, Opera.

EXPERIENCE

AMZAN MIDDLE EAST LLC

15/03/2022

Accountant

1. Responsible for finalizing accounts by analyzing financial statements, identifying discrepancies, providing accurate reports to management, preparing and filing VAT returns accurately and on time, ensuring full compliance with tax regulations and maintaining organized records, and also performing bank reconciliation, payable and receivable reconciliation
2. Preparing payroll accounting, ensuring accurate calculation of leave salaries, gratuity, and other employee benefits.
3. Job Card Verification & Approval, Receipt Voucher checking, Purchase Order (LPO) Preparation & Checking, Daily Bank Statement Checking and Sending to GM, Bank Reconciliation, Preparation of Suppliers Payments, Material Price verification & Ordering, Purchase Bill Verification, Check & verify thoroughly with documents for all foreign payments for importing goods.
4. Maintained meticulous financial records with Excel, capturing accruals, prepaids, deferrals, and other monthly adjustments.
5. Executed comprehensive reconciliation of financial accounts, ensuring business integrity and recovery of debts.
6. Preparing Sales invoices and Credit Note.
7. Administered petty cash and maintained accurate records, fostering financial transparency and accountability

MELLOW PULSES & SPICES PROCESSORS L L C (UAE)

23/01/2020 - 23/08/2021

Accounts Assistant

1. Prepare, review and analyze monthly financial statements for division with two warehouse facilities and related infrastructure and operations.
2. Lead the divisional month-end close process including the initiation, preparation and processing of journal entries for those distribution center operations.
3. Collaborate with warehouse management and the finance team to ensure all parties have an accurate picture of the warehouse and divisional financial performance.
4. Lead the division and warehouse planning process, including creating annual budgets, quarterly forecasts and relevant KPIs. Provide insight and commentary for all major variances from these targets.
5. Provide financial guidance for all warehouse capital investments and related strategic justifications.
6. Develop and maintain inventory controls and procedures to maintain accurate cost data for all products, safeguard company assets and ensure integrity of financial statements.
7. Recommend process improvements to increase accuracy and timeliness of the accounting close and reporting process.
8. Serve as the primary divisional contact for external auditors and other third-party regulators as it relates to warehouse operations. Prepare year-end schedules for auditors.
9. Oversee billing and collections processes.
10. Assist on special projects and ad hoc reports as needed.

HOTEL S M REGENCY (INDIA)

01/02/2016 - 31/10/2019

Senior Accountant

1. Manage all phases of Accounts Payable, Receivable and department budget.
2. Prepare regular reports and summaries of accounting activities.
3. Prepare financial statements and debtor's listing.

4. Verify recorded transactions and report irregularities to management.
5. Review the posting, payments, revenue and guest balance reports on a daily basis.
6. Follow up 30 days after the initial billing if payment has not been received.
7. Forecasting cash payments and anticipating challenges arising from limited cash flow.
8. Maintains files of all contracts, insurance policies, tax reports, expenses, payroll etc.
9. Approving all Travel Agent commission and releasing payments after verification.
10. Prepare and present reports that reflect audit's results and document process.
11. Prepare and presenting financial reports for meeting and investors.
12. Perform and control the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations.

COCHIN SEAPORT HOTEL (INDIA)

17/02/2014 - 31/01/2016

Accounts Executive

1. Manage and oversee the daily operations of the accounting department including Month and end-year process, Accounts Payable/Receivable, cash receipts, General ledger, Payroll and utilities, Treasury, Budgeting, cash forecasting.
2. Revenue and expenditure variance analysis.
3. Capital assets reconciliations.
4. Trust account statement reconciliations.
5. Monitor and analyze accounting data and produce financial reports or statements.
6. Coordinate and complete annual audits.
7. Establish and maintain fiscal files and records to document transactions.

HOTEL N M ROYALE COUNTY (INDIA)

28/01/2013 - 15/02/2014

Accounts Assistant

1. **Front office** : Front office cash collection, credit card Tallying, Debtors maintaining, Audit all bills including Business center bills, Paid out bills, Taxi charge etc.
2. **Restaurant** : Collect the Cash & Tallying, Credit Card Tallying, Debtors maintaining, KOT checking, Soft drinks stock Maintaining.
3. **Banquet** : Checking the F P and make sure that billing is correct, collect the bill and check it, Maintaining Debtors on Banquet bill.
4. **Store** : Collect the purchase bill and audit it, Separate the cash bills and credit bills daily. Separate the credit bills and make weekly payment of each party.
5. **House Keeping** : Check the laundry Bills(Guest laundry), make sure all laundry bills are posted or not.
6. **Kitchen** : Take the closing stock from every department of kitchen and prepare food cost daily.
7. **Bar** : Write Excise book daily, check the stock of every day in bar, prepare purchase order.
8. **ESI & PF** : Prepare ESI & PF Statement.

HOTEL YUVARANI RESIDENCY (INDIA)

21/12/2009 - 28/01/2013

Assistant Store & Purchase

1. Monitor stock levels and identify purchasing needs.
2. Conduct market research to identify pricing trends.
3. Evaluate offers from vendors and negotiate better prices.
4. Monitor and take Inventory on regular basis to compile orders based on par levels or needs.
5. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.
6. Responsible for storage of both food & beverage and operational stock.
7. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
8. Ensure all store requisitions are signed by concerned Department Heads and approved by FC/ GM depending upon the hotel's operations procedure.
9. Post all invoices using the MMS - Material Management System.
10. Any differences between the manual count and MMS software have to be investigated and the information to be given to the Finance Department.
11. Assist the Accounts Department in finding out any cost discrepancies.

PASSPORT DETAILS

Passport No : R 8027315
 Date of Issue : 28/12/2018
 Date of Expiry : 27/12/2027
 Place of Issue : Cochin
 Visa Type. : Resident Visa
 Visa Expiry. : 21/04/2024

EDUCATION

M G UNIVERSITY

B com Cooperation
 Grades - **C Grade**

2015 March

N C E T

Master in Computerised Financial Accounting
 Grades - **A Grade**

2012 November

N I O S

2011 April

Senior Secondary School Examination
Grades - **222 Scored**

N C V T

2010 June

Information and Communication Technology
Grades - **A Grade**

B S S

2009 November

Diploma in Computer Hardware Course
Grades - **Second Division**

KERALA BOARD

2006 March

Secondary School Leaving Certificate Examination
Grades - **540 Scored**

SKILLS

Excellent Communication, Detail - oriented, Life long fast learner, Creative Thinker, Avid team player, Quick problem solver, Innovative idea creation, Internet reasearch savvy, Organised & can prioritise, Time Management, Accounting, Corporate Finance, Reporting Skills, Attention to detail, Reporting Reasearch Results, SFAS Rules, Data entry Management, General Math Skills.,

LANGUAGE

English
Hindi
Malayalam
Basic Tamil
Basic Arabic