



REJAN S O

Accounting / Auditing

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P: +971 5220 75051

A: Dubai, UAE

Nationality: INDIAN

SKILLS

Tally, Marg9



MS Doc



Word, Excel, P Point...



LANGUAGES

Malayalam



English



Hindi



PROFILE

Experienced Accounting Professional with diversified and progressive work exposure within the domain of the management. A dedicated team leader with the desire and commitment to deliver quality value added results to achieve organizational goals.

EDUCATION

Bachelor of Commerce (B.Com) | University of Kerala, Trivandrum

Apr 2001

ICWA-Course completion certificate for 1st & 2nd Stage | Trivandrum Chapter of Cost Accountants, Trivandrum

Apr 2002

Diploma in Computerized Financial Accounting | Zee Tech Computer Education, Trivandrum

Mar 2003

NCFM Capital Market (Dealers) Module | NSE's Certification In Financial Market, Trivandrum

Aug 2008

EXPERIENCE

Chief Accountant | ONE WAY ELECT. DEV Tr. LLC, Sharjah. UAE

March 2023 – Till the Date.

Working as Chief Accountant in "ONE WAY Elect Dev Tr.LLC" and its Sister Concern Companies "ZEE QAR Tr.LLC", "DIGITAL IDEA Tr.LLC" and "STAR DIGITAL Tr.LLC"

* Verifying, Posting and Cross Checking of Accounts, Bank Statement, Stock Statement and Inter Transfer

* Preparation of Monthly profitability Report, Monthly Cash flow, and Daily Reports and Monthly Consolidated Reports

* Maintenance Accounts of Bills Payables, Receivables, Paid in Advance, VAT and Bank Reconciliation etc..

* Preparation and Finalization of accounts for Auditing purposes etc

Chief Accountant | A2Z Solutions, Trivandrum

Oct 2018 - Jul 2022

* Verification and cross checking of accounts, Bank statements

* Preparation of Monthly Report, Pay Roll, Cash flow and Daily Reports

* Analyzing and Supervising Workers performances and Administration

* Finalization of accounts for Auditing purposes etc..

Chief Accountant | Nasa Electricals, Trivandrum

Feb 2015 - Jun 2018

* Verification and cross checking of accounts, Bank statements and Stocks

* Preparation of Monthly Report, Pay Roll, Sales Reports, Cash flow and Daily Reports

* Analysis of Marketing peoples performances and Administration

* Preparation and Finalization of accounts for Auditing purposes etc..

Senior Accountant | Pace Hitech Pvt. Ltd., Trivandrum

Aug 2011 - Oct 2014

* PACE HITECH (P) LTD. "Nut King" Branded Dry fruits Manufacturing and Marketing Company

* Verification and cross checking of accounts, Bank statements and Stocks

* Cost calculation and fixing MRP of various products of the company

* Preparation of Monthly profitability Report, Monthly Cash flow and Daily Reports

* Analysis of Marketing peoples performances and fixing targets.

* Verification and making payment of various statutory obligation like ESI, EPF, TDS and taxes etc..

* Interaction with Companies CEO's, Auditors, Bankers, Suppliers, Customer etc..

* Preparation and Finalization of Companies account for Auditing purposes etc..

Accounting, Auditing & Share Marketing | Self Employed., Trivandrum

Apr 2005 - May 2011

* Working independently as an Auditing Assistant, (for Alex Kuriakose & Co. Chartered Accountant, and for Lalji Vijayan Associates, Chartered Accountant) Accounting Consultant and also doing and assisting share trading business for individual client as Remisier, having customer portfolio with us.

Accounting & Auditing Assistant | Alex Kuriakose & Co. (Chartered Accountant), Trivandrum

May 2000 - Mar 2004

* Preparation of Account Books, Final Accounts, Bank Reconciliation, Inventory Controls and Reconciliation, Finalization of Accounts and Statement of Affairs after auditing, also assisting for the internal auditing for various concern, and also done Govt. Audits, Hospital Audits, Bank Audits and other statutory Audits.

PERSONAL INFORMATION

Date of Birth - 28th July 1979

Marital Status - Single

Gender - Male

Nationality - Indian

Passport Number - W3968258