



EMY GRACE TIJAN

MEMBER OF IMA, USA AND ACCA, UK

+91 8714599173

BANGALORE, INDIA

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I have nearly 4 years of experience in the finance and accounting department along with a proven ability to handle complex fund management tasks, bank negotiations for optimal funding rates, and efficient invoicing for corporate tenants. I am proficient in Tally Prime Edit Log, GST and TDS filings and Microsoft Office applications.

EDUCATIONAL HISTORY

CERTIFIED MANAGEMENT ACCOUNTANT | 2019-2021

COMPLETED BOTH PARTS IN FIRST ATTEMPT WITH AN AVERAGE OF 74%

OXFORD BROOKES UNIVERSITY, LONDON|B.SC(HONS)

B.SC(HONS) IN APPLIED ACCOUNTING COMPLETED IN SEPTEMBER 2019

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

MEMBER OF ACCA, UK
PASSED ALL EXAMINATIONS - JANUARY 2019

ACCA ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS

COMPLETED IN APRIL 2017

TALLY PRIME ERP+GST 2022

UDEMY CERTIFICATE COURSE- SEP 2022

SKILLS

- Bank Reconciliations
- Rental Invoicing
- Tax filings
- Expert in Tally ERP9 and Microsoft Office
- IFRS/GAAP expertise
- Attention to detail
- Book-keeping expertise
- Communication and problem solving

EXPERIENCE

SENIOR ACCOUNTS EXECUTIVE

PAUL EQUITY HOLDINGS PRIVATE LIMITED| FEB 2024 - PRESENT| BANGALORE, INDIA

- Worked towards correctly recording all aspects of accounting with respect to assets, liabilities, expenses, bank transactions and incomes with the use of Tally Prime Edit Log.
- Preparing rental, maintenance and utility invoices (electricity, diesel and water invoices) for our corporate tenants at Paul Plaza.
- Following up with corporate tenants for pending payments and pending filings with respect to TDS and GST.
- Preparing the workings of GST and TDS of two companies on a monthly basis.
- Filing GSTR1 and paying GSTR3B and PT on a monthly basis.
- Ledger scrutiny of ledgers of major expenses
- Maintaining purchases/sales/payment voucher files on a systematic basis.
- Ensuring there is enough petty cash and ensuring all vouchers along with bills are being filed.
- Coordinating with auditors for yearly audit purposes

- Was involved in coordinating with banks for getting the best possible facilities at the best possible rate for the expansion related funding requirements of Penguin Petroleum Services Private Limited, a different company based in Khopoli, but with the same directors.

ASSISTANT ACCOUNTS MANAGER

MUTHOOT MERCANTILE LTD| MAR 23 - JAN 24| TRIVANDRUM, KERALA

- Preparing branch bank reconciliations of 200+ branches and ensuring they are tallied on daily basis.
- Reporting details of branches not maintaining appropriate balance.
- Ledger scrutiny of major asset/expense accounts for accounts finalisation
- Preparing inter branch reconciliations
- Preparing daily fund transfer statement
- GST booking and filing GSTR 3B
- Passing TDS entries
- Processing gold loan service charge waivers
- Preparing reports required by banks and management (MIS) on monthly basis
- Providing information required by external auditors for yearly auditing purposes

EXECUTIVE (ACCOUNTS)

SAUD BAHWAN AUTOMOTIVE LLC |2019-2022| MUSCAT, OMAN

- Worked in the banking team with regards to fund management requirements for purposes of supplier payments and payments for other internal expenses through transfers, forex deals and swaps and loan availment.
- Coordination with banks for loan rollovers and repayments as and when mature.
- Performing bank reconciliations for main head office corporate accounts and reconciliations for branch accounts.
- Been involved in six monthly preparation of schedules for audit purposes.

ACHIEVEMENTS AND SKILLS

- Topped in Oman for the ACCA paper 'CORPORATE REPORTING'.
- Was one of the toppers in Indian School Muscat for achieving 90% and above in the 12th CBSE examinations conducted in March, 2015.
- Was one of the finalists in the Open English Competition, 2012 conducted by the Malayalam wing of the Indian Social Club, Muscat in association with SPELL BEE.
- Very fluent in English with excellent oral and written skills.
- Advanced working knowledge of Microsoft Office (Word, PowerPoint, Excel, Access, etc...)

PASSPORT DETAILS

- Passport number - P6298769
- Place of issue - Muscat
- Date of issue - 27/12/2016
- Date of expiry - 26/12/2026

PERSONAL DETAILS

- Marital Status - Married
- Gender - Female
- Religion - Christian (Brethren)
- Nationality - Indian
- Date of birth - 28/04/1997
- Languages Known - English, Hindi and Malayalam.