

RESUME

AJO JACOB

Mob.: +971 589909394

Email: ajoaja06@gmail.com

Location: Dubai



OBJECTIVE

- Results-oriented Accountant skilled in regulatory reporting, Accounting operations and tax accounting.
- A bilingual Computer Technician offering configuration expertise and customer service skill.

EXPERIENCE

° Universal Traders, Chalakudy

Accountant cum Cashier | June 2017 – October 2021

- Cash Handling • POS • Invoicing • Bank Reconciliation • Purchase Management • Stock Checking
- Book Keeping • GST Filling • Payroll • Daybook Handling

° Accel Frontline Ltd, Cochin

Associate Engineer – Customer Support | May 2016 – May 2017

- System Configuration • Troubleshooting • Remote Support • OS Installation • Hardware Checking

EDUCATION

• B.Com – Finance and Taxation

MG University | 2018 | C+

• Diploma in Network Engineering

Keltron | 2014 | 78%

SOFTWARE SKILLS

- | | |
|---------------------|----------------------------|
| • Tally ERP & Prime | • SAP ERP (Basics) |
| • MS Office | • OS – Windows, Linux, Mac |

LANGUAGES KNOWN

- | | |
|-------------|----------------------|
| • English | • Hindi |
| • Malayalam | • Tamil (Speak only) |

PASSPORT & VISA DETAILS

- Passport No: N2808799
Expiry Date: 16-09-2025
- Visa status: Visit Visa
Valid till 28 January 2022

PERSONAL DETAILS

Name	: Ajo Jacob
DOB	: 26/05/1993
Gender	: Male
Nationality	: Indian
Marital Status	: Single
Permanent Address	: Parappuram House Melloor Post, Naduthuruth, Chalakudy, Thrissur – 680311 Kerala, India

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct to the best of my knowledge and I assure that i shall do my best for your satisfaction and to justify my selection.

AJO JACOB