



Address: 101, Blue glass building, Rolla street , Bur Dubai , U A E

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OBJECTIVES

Enthusiastically seeking a challenging and leading position in a demanding and task oriented organization, which would allow me to utilize my skills and capabilities in a strategic, innovative and analytical way.

SKILLS

- Can adapt quickly to varying business cultures.
- Quick at learning new concepts and technologies and putting them to use.
- Good communication and interpersonal skills.
- Strong organizational skills and ability to manage multiple tasks in parallel.

EDUCATION

Masters of Commerce (M.Com) - University of Mahatma Gandhi, Kerala, India

PROFESSIONAL PROFILE

COMPANY/FIRM	COUNTRY	DESIGNATION	PERIOD
SHIJO ASSOCIATES	India	Accounts Assistant	From may 2019 to December 2019
GLENROCK RUBBER PRODUCTS (P) LTD.	India	Junior Accountant	From January 2020 to November 2020

EXPERIENCE

ACCOUNTS ASSISTANT

JANUARY 2019

The key areas handled by me are :-

- Finalization of Accounts
- Preparation of monthly Profit & Loss Account

- Payment preparations
- Calculation of Tax
- Dealing with Suppliers invoices

JUNIOR ACCOUNTANT

GLENROCK RUBBER PRODUCTS (P) LTD

JANUARY 2020

- Processing of payments to creditors
- Maintaining of Fixed Asset Register
- Scrutiny of ledgers
- Assisting Accounts Manager in connection with Discounting of Export Invoices with Bank
- Filing of Sales Tax and P.F Returns
- Bank Reconciliations
- Ledger Reconciliations
- Physical verification of stock
- Data entries like cash, bank, journal etc. into the Accounting Software
- Preparation of Monthly profit and loss account and reporting to the Finance Manager
- Handling of cash payments and receipts
- Raising of invoices and Follow up with debtors
- Verify rates and compare with the Purchase order
- Cash and Bank receipts and depositing of same with bank

IT/ERP EXPOSURE

- Worked in Tally ERP 9 , M S Word and Excel
- Worked in Microsoft Office Tools.
ERP Software

PERSONAL DETAILS

- Date of Birth : 05 June 1997
- Sex : Male
- Nationality : Indian
- Marital Status : Single
- Languages know : English, Hindi & Malayalam
- Passport No : T6893367

OTHER SPECIFICATIONS

- Visa Status : Visit Visa Expires on march 21.2021