



GINCY M MATHAI

Work Experience

Benchmark Gulf, Fujairah, UAE

Office Coordinator Accounts Assistant- July 2019 till Date

Roles & Responsibility

- Overall responsibility in recording expenses and revenues of the company.
- Reconcile Invoices and Identify Discrepancies.
- Maintaining time sheet of Workers and Staff.
- Prepare Bank Deposits.
- Enter Financial Transaction Into Internal Databases.
- Check Spreadsheet for Accuracy.
- Maintain Digital And Physical Records.
- Issue Invoices To Customers And External Partners, as Needed.
- Review And File Payroll Documents.
- Participate In Quarterly And Annual Audits.
- Greeting Customers, Answering Incoming Calls trade Inquiries.
- Company's Social Media Updation.
- Quick Books.

Cyril's Jewellery, Kottayam, Kerala, India

Accounts Assistant- August 2018 to July 2019

Roles & Responsibility

- Overall responsibility in recording expenses and revenues of the company.
- Reconcile Invoices and Identify Discrepancies.
- Maintaining time sheet of Workers and Staff.
- Prepare Bank Deposits
- Enter Financial Transaction Into Internal Databases

Certification

Tally , Microsoft

Languages

English
Hindi
Malayalam

Visa Status

Visa Status : Visit Visa
Date of Expiry : 1st November 2020

Accounts &

Admin

Capable Office Administrator and Assistant Skilled In Tally, MS Office Suite, Accounting Operations, and Proficient Enough To Manage Stakeholders As Well As Clients.

EDUCATION

Bachelor of Commerce: Major-Accounting
Year-2017, MG University, Kerala.

Senior Secondary Education
Dr. Z.H.M.B.V.V. Changanacherry-
Central Board of Secondary Education-
Board-2014

Contact

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Near FNDI Al Hyal
Fujairah, UAE

Skills

Stronger Decision Maker
Innovative
Complex Problem Solver
Service-Focuses
Spreadsheet Proficiency
Team working Ability