

JYOTHISH KIRAN

DUBAI

jyothishkiran8_nyr@indeedemail.com

543381940

Work Experience

Asst. Accountant

Account Service Society 16th J

March 2014 to April 2015

Experience in Tally ERP 9

Asst. Accountant

Account Service Society 16th J

2014 to 2015

One year)

Contact Branch managerin Maxvalue credits and investment ltd till Dec 2016 to J uly 2019 (Two years and 7 months)

Address:

Naif Baniyas Square, • Preparation of Sales Invoices, Local Purchase order.

Deira, Dubai

- Receipt &Payment voucherand Purchase entry.
- Work with seniorAccountant to manage Complicated accounts forrandom clients.
- Complete detailed Accounting reports and reporting to Phone: the highermanagement levels fordecision making.

+971 543381940

- Coordinate sales by Telecall forthe needful sites and Date of Birth: assuring timely delivery forthe customersatisfaction.

06/04/1994 (25 years)

- ProperDocumentation control &Updating ofLpo's, Email:

Delivery Challans, Invoices, AP &AR vouchers

jyothishkiran8_nyr@indeedemail.com

Education

Bachelor's in Commerce

Sree Kerala Varma College

June 2011 to April 2014

Calicut University

Skills

RECONCILIATION, BANK RECONCILIATION, BOOK KEEPING, PAYROLL, VOUCHERS, Bokk keeping

Additional Information

Skill Highlights

- Petty Cash Handling • HR Management
- Bank Reconciliation • Book Keeping
- Payroll Systems • Vouchers

Preparation