

JINCY V

ACCOUNTANT



EXPERIENCE

ASSISTANT ACCOUNTANT

2019 – 2021

KERALA, KANNUR

Spectrum Computer Education

Sales and Training Partner of Tally Solution Pvt Ltd

- ♣ Assisted controller with month- end journal entries and various reconciliations including statement, invoice, and general ledger accounts.
- ♣ Generated and analyzed financial statement for use with company statements.
- ♣ Determined unit cost and prepared variance analyses and all accrual entries.
- ♣ Finding the current deviations in the current profit analysis for future reference.
- ♣ Reconcile and maintain balance sheet accounts.
- ♣ Preparing bank reconciliation and preparing weekly report.
- ♣ Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- ♣ Expertly handle accounts, payments, and refunds.
- ♣ Tracking expenses, budget, taxes, cash flow, receipts and other financial dealings.
- ♣ Prepared monthly statements by collecting data, Summarizing data, information and trends.
- ♣ Followed cash control Procedures, Including cash register Balancing, Bank deposit and check writing.
- ♣ Improving project management charts using excel functions including SUM, COUNTA, and COUNTIF.
- ♣ Generated Excel pivot tables to compile key company data and reports.
- ♣ Coordinated the full month end procedure, including preparation of balance sheet, income statement, and trial balance statement.

Contact



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EDUCATION

MASTER OF BUSINESS ADMINISTRATION (finance & marketing)

		CGPA
University of SRM	2016 – 2018	6.5 / 10.0

BCOM

		CGPA
Kerala university	2013 – 2016	6.8 / 10.0

LANGUAGES

ENGLISH ■■■■ TAMIL ■■■■

MALAYALAM ■■■■ HINDI ■■■■

SKILLS

- ♣ TALLY ERP9 & GULF VAT
- ♣ MICROSOFT EXCEL
- ♣ PHYSICAL TRAINEE

AWARD

- ♣ Fourth placed in national Level basketball championship.
- ♣ Participated in south zone inter university Basketball championship.