

GEORGE SIMON
ACCOUNTANT

AVAILABLE FOR IMMEDIATE JOINING
AVAILABLE IN UAE ON VISIT VISA
VALID OMAN DRIVING LICENCE

To
The HR Manager

Ref: Application for the position of Accountant

Dear Sir / Madam,

Greetings!

I have 3+ years of working experience in Accounts Department and now available in UAE on visit visa for immediate joining. I was working till 16th April 2019 as an accountant with Johny international and Partners LLC hotel. **Oman** and also worked in V R Professionals (Taxation) Kottayam. Now looking forward for a position in UAE as an Accountant in a reputed firm. I am looking for a challenging employment opportunity that will allow me to expand my knowledge and skills.

Please go through my attached resume and if you find my experience & qualifications could serve your firm in future, give me an opportunity to represent your esteemed concern. I shall spare no efforts in the discharge of the duties entrusted on me.

Thanking you and looking forward to hear from you favorably. Yours Sincerely,

George Simon

Mobile: + 971524223839
Email : georgesimon2535@gmail.com



GEORGE SIMON

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Email:georgesimon2535@gmail.com

Permanent Address:

Muprappillil house
Ramapuram po
Kondad,kottayam
pin- 686674
Kerala, India
Phone: +919496568501

Personal Data

Date of Birth: 23/08/1987
Age :32 years
Sex : Male
Nationality : Indian
Marital status: Married
Father: Simon M.M

Passport Details:

Passport No: K2269177
Issued on : 18/07/2012
Expiry on : 17/07/2022

Driving license Number;

105181049(Oman)
Expiry on:23/10/2027

Language Known

- English
- Malayalam
- Hindi

CAREER GOAL

Seeking a responsible and rewarding position in dynamic environment for further growth of the organization; where I can build my experience and expand my knowledge by utilizing my skills and capabilities.

CAREER EXPERIENCE

Firm: **Johny International and Partners LLC. (3-Star Hotel), Muscat, Oman**

Period: **January, 2016 –2019 (3+ years)**

Designation **ACCOUNTANT**

Duties and responsibilities

- Posting of receipts and payments using Tally ERP 9
- Advanced excel Work
- Receive and send all official documents between the customer and other organizations
- Accounting data entries and maintaining party ledger
- Coordinate for arranging service requests from customer
- Monthly Preparation of bank reconciliation statement, bank and cash , Activity Report and Schedule
- Preparation of sales tax report and balance sheet
- Maintain all documentary records, employee`s payroll data as specified ; maintain vacation and sick leave records and accounting process in the organization
- Computerized accounts in infinity Software preparation of sales invoice, payment vouchers and bank reconciliation.
- Review Hotel activities and ensure appropriate record keeping.
- To manage day to day operations of the Accounts department.
- To manage accounts Payable (bill payments, salaries, petty cash etc..) and Receivable through cash /cheque /voucher in timely manner
- Maintain and reconcile cash/financial accounts
- To manage payable (bill payments, salaries, petty cash etc..) and receivable through cash /Cheque in a rent a car department

- Firm : **V R Professionals, Kottayam, Kerala.**
Taxation, Tally ERP9, Finance & accounting
- Period: **September 2014-2015**
- Designation: **Accountant**

Duties and responsibilities

- Preparation of sales tax report monthly
- Preparing monthly reconciliations of balance sheet accounts
- Maintenance of debtor`s& creditors ledgers
- Accounting Data entries & verification of Petty cash book on daily basis.
- Auditing client`s all General Ledger accounts, Sales.
- Register, Purchase Register, and Fixed Asset Register
- Assigning entries to proper accounts & studying the reports given by auditors and submitting it to the Management.
- Handle any incoming customer queries in a professional and friendly manner
- Preparation of Journal Vouchers & Preparing forms and manuals for accounting and bookkeeping personnel

TECHNICAL SKILLS

- **Tally ERP 9.0, Peach tree, Quick book**
- Packages: MS Office - Excel, Word, PowerPoint and Outlook
- Operating Systems: - Microsoft Windows Vista XP,2007,2010
- Spread sheet

STRENGTH

- Positive attitude
- Quick Learner
- Dedicated team player
- Able to work under pressure
- Easily adaptable to any situation
- Confident to accept any new challenge
- Management skills
- Analytical skills

EDUCATIONAL QUALIFICATION

Degree	Awarding body	Area of specialization	Percentage of mark secured	Year of passing
MBA	BHARATHIAR UNIVERSITY	FINANCE AND MARKETTING	70%	2012-2014
B.COM WITH CO-OPERATION	MAR AUGUSTIOS COLLEG (MG UNIVERSITY)	COMMERCE	60%	2009-2012
PLUS TWO	KERALA STATE BOARD OF EXAMINATION	COMMERCE	60%	2007-2009
SSLC	KERALA STATE BOARD OF EXAMINATION	STATE BOARD	65%	2005-2006

CURRICULUM PROJECT

Name of the company : Hedge Equities Private Ltd
Area of study : Finance
Title : Systematic Investment Plan (sip)
Duration of the Project : 45 Days
Description : Systematic investment plan (SIP) is a simple process of investing the same amount of money every month over an extended period of time, regardless of whether the market up or down. Contrary to popular belief, building wealth does not necessarily require a large inheritance or an unexpected windfall. What it takes is planning, perseverance, and good investing habits.

DECLARATION

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

GEORGE SIMON