

AJIN V



CONTACT

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Dubai

PERSONAL DETAILS

Marital Status : Single

Nationality : Indian

Passport Number : M1154176

Visa Status : Visit Visa

Visa Validity : 28-03-2022

SKILLS

Tally

Microsoft Office

Excel, Word

INTERESTS

Reading Books

Listening Music

Playing Games

LANGUAGE

Tamil

English

Malayalam

OBJECTIVE

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

EXPERIENCE

2018 -
2019

James Hospital

Assistant Accountant

Manage all accounting transactions

- Update account receivable and issue invoice

- update account payable and perform reconciliations

- Assist with reviewing of expenses /payroll records

- Prepare and submit weekly /monthly reports

- document financial transactions by entering accounts information

- keeping on incoming payment from accounts receivable and account payable

2019 -
2020

City Hardware

Assistant Accountant

- Update accounts receivable and issue invoices.

- Act as backup account payable

- Reconciliation ledger monthly and quarterly

- Month-end and year -end closing

- Work under the supervision of a senior accountant

- Assists in completing audits

2020 -
2021

Muthoot Finance

Junior Executive

Greeting and welcoming customers.

- Managing incoming calls and customer service inquiries.

- Keep records of customer interactions, process customer accounts and file.

- Check, sort and forward emails.

- Contributes to team effort by accomplishing related results as needed.

EDUCATION

2014

MS University

B.Com

2017

Anna University

MBA