

JAIN MARY JOHNSON

AL KARAMA, DUBAI

UAE

Mobile No: +971 561306944

Email id : jainmaryj2211@gmail.com



OBJECTIVE

To be in a management position initially, where I could gain some practical knowledge and acquire some business knowledge and would also like to share and learn new things from my team members.

WORK EXPERIENCE

➤ Job Profile- **JUNIOR ACCOUNTANT.**

KALA CONSTRUCTION ARCHITECTURAL AND CIVIL ENGINEERING GROUP, KERALA, INDIA.

(JULY 2019 to AUGUST 2020).

- Maintain Financial Records for Subsidiary Company by Analyzing Balance Sheet And general Ledger Accounts.
- Correct Errors by posting adjusting Journal Entries.
- Prepare Assets, Liability and Capital Account entries by Compiling and analyzing Accounting Information.
- Summarizes current financial Status by Collecting Information, prepare Balance Sheet, Profit And Loss Statement and Other Reports.
- Maintains Accounting Activities, Receipts And Expenses, Deposits and Others
- Maintaining accounts controls by preparing and recommending Policies and Procedures.

EDUCATION QUALIFICATION

- ✓ B. Com Degree
2019 - Kerala University
- ✓ Plus Two – Commerce with Computer Application
2015 - Kerala Higher Secondary Education

✓ S.S.L.C.

2013 – Kerala Board of Public Examination

IT SKILLS

- ✓ Tally.ERP 9
- ✓ PEACHTREE
- ✓ QUICKBOOKS
- ✓ M S OFFICE







PASSPORT DETAILS

- ✓ Passport No : T3733561
- ✓ Place of Issue : Trivandrum
- ✓ Date of Issue : 25/06/2019
- ✓ Date of Expiry: 24/06/2029

LANGUAGES KNOWN

- ✓ English
- ✓ Malayalam

PERSONAL DETAILS

-  Date of Birth : 11-03-1996
-  Gender : Female
-  Nationality : Indian
-  Marital status : Single
-  Religion & Caste : Christian, Catholic
-  Visa Type : Visit Visa

DECLARATION

I hereby declare that the information given above is true and accurate to the best of my knowledge

Place: Dubai

Jain Mary Johnson