

## Jamsheer.A.V

Abu Dhabi

United Arab Emirates

Mobile No 052-2658499

☎ +56-8146309

E-mail: [jamsheerav01@gmail.com](mailto:jamsheerav01@gmail.com)



---

Soft ware ☐ tally ☐ Peachtree ☐ quick book ☐ zoho soft ware

### **CAREER OBJECTIVE**

**B-Com (Bachelors in Commerce) graduate** in Accounting & Finance from a reputed institute, under University of Calicut -India, having **3 year** of experience in the **Accountant Cum Cashier & Operation Manager (Transportation)**. Ready to accept all kinds of challenging and responsible jobs that offers challenging working environment where I can utilize my knowledge and skills in a positive direction and contribute towards the overall objectives of an organization.

*Current position: **General Accountant***

*Company: AL ARJWAN CAR REPAIRS WORK SHOP*

**EXPERIENCE SUMMARY : 4 Years in the field of Accountant Cum Cashier**

### **PROFESSIONAL STRENGTH**

Comprehensive problem solving abilities, positive thinking, innovative, self-motivated and good natured personality. Can easily adapt to different working environments and ability to work under pressure. Proficient in Business and formal communication, both in oral and written.

---

### **PROFILE**

- 3 Years experience in Accounts, cashier and Administrative role.
- B Com Graduated from recognized Indian University.
- Computer literature and well-versed in MS Office, Indian accounting, Programming languages and Foreign Accounting.
- Strong Management, Analytical, Team Work and problem solving skill.
- Dedication in Work and creative in performance.
- Encompasses qualities such a positive thinking, planning perseverance responsibility Cautiousness and readiness to adopt changes.
- Social Expressive, friendly and poised
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills

❖ **ACADEMIC QUALIFICATION**

<u>COURSE</u>	<u>MAJOR</u>	<u>BOARD/UNIVERSITY</u>
B COM	<u>Bachelor of Commerce</u>	<u>Calicut University</u>
PLUS TWO	<u>Commerce</u>	<u>State Government</u>
SSLC		<u>State Government</u>

**LICENCE DETAILS**

<u>Permitted Vehicle</u>	<u>Light Vehicle (manual license)</u>
<u>License No</u>	<u>2355664</u>
<u>Place of Issue</u>	<u>Abu Dhabi</u>
<u>Issue Date</u>	<u>19-06-2016</u>
<u>Expiry Date</u>	<u>18-06-2026</u>

❖ **JOB RESPONSIBILITIES**

- Maintain work flow
- Maintain confidential records and files
- Resolves administrator problems by coordinating in records and analyzing data
- Provides information by answering questions and requests
- Completes operational requirements
- Contributes to team effort by accomplishing transactions
- Process, update and/or retrieve accounting transaction
- Compose routine letters and report using instructions and company guidelines
- Greet and assist visitors Managed accounts payable, accounts receivable
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.
- Reduced credit period from 90 days to 60 days. Entering of day to day entries in to the system
- Preparing Trial Balance
- Preparing different ledgers.
- Preparing Trading and Profit and Loss Account
- Preparation of balance sheet
- Preparation of bank reconciliation statement

---

❖ **TECHNICAL SKILLS**

<u>Operating Systems:</u>	<u>Windows 7,8,10</u>
<u>Applications:</u>	<u>MS Office Packages E-Mail &amp;Inter net Photoshop, Typing Skill</u>
<u>Accounts Packages</u>	<u>Tally ,Peachtree, Quick Books, zoho soft ware</u>

**EMPLOYMENT HISTORY**

**Accountant, M/s. DK Associates, India (2011 March to 2013 March)**

**Asst Accountant cum Cashier, Beijing Hotel Pvt Ltd, Bangalore, India**

(2013 April to 2014 June)

**Asst Accountant Cum Cashier & Operation Mgr And Administrative role ,Al Abri**  
Rent A Car With Transportation , Abu Dhabi (2015 Dec to 2019 Dec)

**General Accountant** , Al arjwan car repairs work shop , Abu Dhabi (2019 January to till date )

### **PERSONAL INFORMATION**

Nationality	:	Indian
Date of Birth	:	10.07.1986
Status	:	Single
Religion	:	Islam
Languages Known	:	English; Malayalam & Hindi
Passport no	:	U 9648598
Visa Status	:	Transferable Visa

### **DECLARATION**

I solemnly declare that all the information furnished above is factually correct and true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Yours Truly  
Jamsheer Av