**RESUME**

****

**JAYADEV A.M**

**Mukalu Vadakethil Adimuriyil (H)**

**Chenneerkara P.O**

**Pathanamthitta-689507**

**Contact in Dubai. +971 521773367**

**Email ID**: **am.jayadevam@gmail.com**

**CAREER OBJECTIVE**

**Excellent accounting skills, with experience in Oracle, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience**

**PROFESSIONAL EXPERIENCE**

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| ***– Present*** | **M/s.Holland Tailors.** |
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| **Position** | **Accountant** |
| **Account Assistant – Al Sehab Al Abyadh BLDG Cleaning Services, Sharjah, U.A.E.**  **( 1st February 2012 to 28th  January 2014)** | |
| **Accountant – Bravo TECH. CONT., Sharjah , U.A.E**  **( 7th July 2014 to 30th September 2018)** | |

**DUTIES & RESPONSIBILITIES** :

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* Preparation of Debit Note and the Credit Note.
* Maintain Petty cash and Report to Finance Manager on regular basis
* Preparation of Various Reports required by Management.
* Reconciliation of receivable & payables with their respective statements
* Expertise in managing the Fund Management
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Supervising and Coordinating subordinates to ensure in smooth accounting.
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks
* Checking daily attendance, check for the employee entry, half day leaves, full day leaves and enter all the final details to calculate the daily pay of the employees

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| ***2009*** | **Pai & Company** |
| **Position** | **Accountant** |

**DUTIES & RESPONSIBILITIES** :

* Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock
* Document audit findings and formulate basic recommendations for improvement

**CAREER HIGHLIGHTS**

* Above 7 years, experience in Accounts
* Work experience in Accounts and Audit
* Highly competitive And a good team player

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| **Educational Qualification** | |  |  |  |  |  |  |  |  |  |  |
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| **Course** | **Subject** |  | **Duration** |  | **Course** | |  | **Country** | | |  |
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|  | Computer |  | 3 Years |  | Graduation | |  |  |  |  |  |
| B.COM | Application |  |  |  |  |  |  |  | India | |  |
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| HIGHER | Science |  | 2 Years |  | Plus Two | |  |  | India | |  |
| SECONDARY |  |  |  |  |  |  |  |  |  |  |  |
| Kerala State Board | SSLC | - | |  | KSB | |  |  | India | |  |
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| **Technical Knowledge** | |  |  |  |  |  |  |  |  |  |  |
| **Course** | **Subject** |  | **Duration** | |  | **Speciation** | | |  | **Country** | |
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| Tally-9 & | Accounting |  | 6 Months | |  | Diploma | |  |  | India | |
| Peachtree |  |  |  |  |  |  |  |  |  |  |  |
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| MS Office | Ms Word& Excel |  | 6 Months | |  | Diploma | |  |  | India | |
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| Name | : Jayadev A.M | Date of Birth | : 24/07/1989 |
| Nationality | : Indian | Marital Status | : Single |
| Sex | : Male | Passport No. | : J2919584 |
| Date of Issue | : 12/11/2010 | Date of Expiry | : 11/11/2020 |
| Place of Issue | : Trivandrum |  |  |

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| **Personal Information** |

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| **Reference** |

Mr, Sebastian Savio Joseph

H.R Manager,

Holland Tailors.

Mob : +971 559298815

**DECLARATION**

I solemnly affirm that the details given above are true and to the best of my knowledge and belief.

Place: Pathanamthitta

Date:  JAYADEV A.M