****🞂RinuThomas

Accounts Assistant

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**BD10290_**

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| **Career Objective** |
| Aims to be part of organization that provides me an opportunity to do my best and improve my knowledge with latest trends and to be part of them to work dynamically towards the growth of organization.   * Hands on Experience with Microsoft Navision. * Computerized Accounting (Tally7.2) * Expertise in Microsoft office, outlook & Advance Excel skills. * Able to successfully master complex challenges, excel under pressure and deliver the required results  |  | | --- | | **Work Experience** | |

* **EKK Group – City Retail Division, UAE**

**Accounts Assistant Period: April 2018 to July 2019**

EKK Group is a mix of Retail Chains (New City Centre Hyper Markets. LLC), Hospitality, Restaurants, Real Estate and related industries.

* Preparation of Tax credit notes, Tax invoices (Sales & purchases) and processes it in the system.
* Passing various journal and ledger entries between cost centers or branches.
* Preparation of Vendor Aging reports and process payments
* Handling vendor Agreements/BDA. Book various incomes as per the Agreements
* Do Bank reconciliations of various branches.
* Maintenance of vendor agreements, booking rebates and other income lines as per the agreements.
* Perform account reconciliations with customers
* **Strengths**
* Ability to learn and perform tasks quickly
* Effective communication and interpersonal skills.
* Flexibility to adapt to different situations and ability to work under pressure
* Organized and well-structured at work.
* Independent and self- motivated
* Honest, sincere and hard working with a high level of integrity.
* **Personal Details**

Nationality-Indian

Date of Birth-24.08.1993

Marital Status-Married.

Languages-English, Hindi, Malayalam & Tamil.

Visa Type –Visiting

**DECLARATION**

I hereby declare that all the information provided in this resume are true & correct to the best of my knowledge and belief

**Rinu Thomas**

**Sharjah, UAE**.