

CURRICULUM VITAE

GEETHU. T

Mob: 0568374686 & 0561482709

Assistant Accountant

Email: geethuarjun88.ekm@gmail.com



PROFILE SUMMARY

Accountant with 4 years of Industrial experience in knowledge of general accounting function for maintaining ledgers, bank reconciliations and balance sheet. Assisting with monthly closings and account analysis and supporting the finance management. Strengthened financial position of non profit operations by implementing new procedures, quality control measures etc.

ACADEMIC QUALIFICATION

MBA Finance (2013-2015): Sikkim Manipal University, IND

BCOM (CA) (2009-2011) : Sankara College of Science and Commerce, IND

CORE SKILLS

**Financial Planning
Financial Ananlysis**

Monthly & YE Closing

Tally Erp9

CAREER PROGRESSION & PROVEN JOB ROLES

ASSISTANT ACCOUNTANT

JIA CORPORATE SOLUTIONS, IND

Jan 2021- Nov 2021

- Maintain all Accounting voucher entry.
- Assist in the preparation of Profit & Loss A/c & Balance sheet for the year ended
- Maintain Sales, Purchases and Day Book
- Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,

Front Line Associate/Cashier

Orient Exchange CO. (L.L.C.), ADH, UAE

Mar 2015 - Jan 2018

- Assisting in resolving problems.
- Organized, stocked and maintained the teller window area.
- Executed wire transfers, stop payments and account transfers.
- Strictly adhering to office policies and procedures, especially regarding confidentiality.
- Tracking accounting information.
- Handled various accounting transactions.
- Maintained friendly and professional customer interactions.
- Managed wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently.
- Accurately processed customer transactions such as orders, quotes and returns.

- Effectively communicated with and supported sales, marketing and administrative teams on a daily basis.

ACCOUNTANT**Jan 2012 – Feb2015****Axiomata Elevators Pvt Ltd, IND**

- Handling Accounts Payables & Receivables
- Monthly closings and preparation of monthly financial statements.
- Reconcile and maintain balance sheet accounts.
- Prepare analysis of accounts as requested.
- Assist with year-end closings.
- Assist in preparing budgets and forecasts.
- Assist with payroll administration
- Assist with preparation and coordination of the audit process.
- Assist with implementing and maintaining internal financial controls and procedures
- Entering the material bills to the system.

PERSONAL DETAILS

Date of Birth : 13-12-1988
Marital Status : Married
Nationality : Indian
Visa : Visit Visa
Languages known : English, Hindi, Malayalam & Tamil
Current Location : INDIA
PassportNo. : S8959950

DECLARATION

I hereby declare that the above furnished details are true to my knowledge and belief.

Yours Sincerely,
GEETHU .T
0568374686