

RESUME

Post Applied For: Accountant

Name: ASWATHY KRISHNAN JINU

Address: Rolla, Sharjah, UAE

Visa status: Spouse Visa

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CAREER OBJECTIVE

An academically qualified Commerce Graduate with sound knowledge in accounting, reconciliation, and balance sheet management. Exploring a challenging assignment in a high velocity organization, this would consistently test my skills and offer career advancement

EXPERIENCE DETAILS

 **AL QEYAS WORK SHOP TOOLS TRADING LLC, SHARJAH- July 2018 to April 2019.**

Accountant

Responsibilities

- ❖ Examining bank statements and reconciling them with general ledger entries
- ❖ All financial transactions, from fixed payments and variable expenses to bank deposits and budgets
- ❖ Prepare asset, liability and capital account entries by compiling and analyzing account information
- ❖ Examining expenses submitted by employees
- ❖ Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements
- ❖ Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- ❖ Creating company financial reports with the above information included
- ❖ Analyzing data collected in order to determine the state of the company's financial health

- ❖ Analyzing data to understand where the company is generating and losing revenue
- ❖ Examining the proficiency of the software programs used to organize data
- ❖ Generating financial reports that display the company's profits, equity and cash flow
- ❖ Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- ❖ Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Institution	Percentage (%)
MCOM	KAMRAJ UNIVERSITY	KAMRAJ UNIVERSITY	79
BCOM	KERALA UNIVERSITY	KERALA UNIVERSITY	82

TECHNICAL SKILLS

- ❖ Excellent grasp on usage of Office and Windows, meeting all practical need of the work.
- ❖ Accounting skills, Communication skills, Coordinating skills, setting processes, computer and internet skills, proficiency in relevant software used in your chosen field and interpersonal skills.
- ❖ Familiar with **TALLY 9**, Internet and E-mail operations.

ACTIVITIES AND ACHIEVEMENTS

- ❖ Active member of **NSS (NATIONAL SERVICE SCHEME)**
- ❖ An impressive personality, an active participation in extracurricular activities
- ❖ Certified Course on **CDECO (Certified Data Entry Console Operation)**

PERSONAL DETAILS

- ❖ DOB & Age : 06-11-1995 & 24
- ❖ Mother tongue : Malayalam

- ❖ Gender : Female
- ❖ Hobbies : Drawing, Listening music
- ❖ Nationality : Indian
- ❖ Passport Validity : 30-04-2028
- ❖ Language known : English, Malayalam, Hindi, Tamil

DECLARATION

I do hereby declare that the above-furnished details are true to best of my knowledge.

Place:

Date:

Aswathy Krishnan