



SREEJAMOL P R

To obtain a challenging position with a supportive environment to allow full use of my education, talent, initiative and communication skills to further benefit to the institutions productivity and increase opportunities for personal advancement and I hold more than 5 years of experience in India

CONTACT

0581305433

srijamolpr@gmail.com

DUBAI

EDUCATION

Bharathiar University

M.Com Finance(2015)

6.0 CGPA

MG University

B.Com Computer Application(2010)

6.5 CGPA

IGNOU

Certificate In Hospitality

Administration(2018)

6.8 CGPA

IGNOU

Certificate In Front Office

Operations(2018)

7.2 CGPA

SKILLS

Tally ERP 9

MS Word, MS Excel

MS Office

Payroll

Instahims

EXPERIENCE 5 YEARS

CARE ONE POLYCLINIC (uae)

RECEPTIONIST

2021 Dec-2022 Feb

- Maintaining records and accounts of patients.
- Assisting patients in filling medical forms.
- Processing different payments for patients.
- Transcribing physician notes.
- Tracking availability and preparing patients before their appointments.

PREMIERE ALUMINIUM (INDIA)

ACCOUNTANT

2019 Nov-2021 Oct

- Manage all accounting transaction.
- Entering and verifying vouchers.
- Record business transactions in journals.
- Posting journal entries to ledgers and prepare trial balance.
- Ensure timely bank payments.

CMS HOSPITAL (INDIA)

ACCOUNTANT CUM RECEPTIONIST

2018 Aug-2019 Sep

- Manage all accounting transaction.
- Entering and verifying vouchers.
- Record business transactions in journals.
- Posting journal entries to ledgers and prepare trial balance. Ensure timely bank payments.
- Processing different payments for patients.
- Transcribing physician notes.
- Tracking availability and preparing patients before their appointments.

PERSONAL DETAILS

Status : Married
Date of Birth : 04/08/1989
Nationality : Indian
Visa Status : Visit Visa
Date of issue : 28/02/2022
Valid Until : 08/06/2022

STAR MOTORS (INDIA)

ACCOUNTANT

2017 Jan - 2018 Aug

- Manage all accounting transaction.
- Entering and verifying vouchers.Ensure timely bank payments
- Receipts all monies received from sales payments.
- Posting journal entries to ledgers and prepare trial balance.Record business transactions in journals.
- .Verifying all updating stocks.
- Preparing petty cash book,day book etc

ICICI BANK LTD

JUNIOR OFFICER

2013 Apr - 2014 Jul

- Receive checks and cash for deposit in to saving accounts.
- Receive saving bonds.
- Receive loan payments.
- Issue Cashiers checks,credit cards and any other products offered by the bank.
- Suggest use of safe deposit,loans and other related services.

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

sreejamol PR