



Lijo Jose

Accounts Assistant at Reem Logistics LLC

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PERSONAL SUMMARY

An adaptable, resourceful and enthusiastic accounts assistant with 3 +years of experience in financial administration.Experience of having a wide level of general responsibility for monitoring and reconciling a company's accounts. A Quick learner of customised Software and knowledge of Tally.Reporting and assisting in the production of monthly management accounts. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analysing and investigating various accounting discrepancies. Now looking to further an already successful career by working in the finance department for an ambitious and expanding company.

PERSONAL INFORMATION

Birth date: 12 October 1990 (Age 30)
Nationality: India
Residence Country: United Arab Emirates – Sharjah
Marital Status: Single

PREFERRED JOB

Preferred Job: Accounts Assistant
Field: Accounting and Auditing

WORK EXPERIENCE

Total Years of UAE Experience: 3+ years.		
Accounts Assistant at Reem Logistics LLC	September 2017 – Present	
United Arab Emirates – Sharjah		
1.Accounts Payable & Receivable 2.Bank Reconcilaion 3.Payroll Operations 4.Data Entry 5.Billing & Daybook Entry 6.Exceptional Customer Service 7.Tax Report Preparation 8.Internal Control & Audits		
Production Supervisor at Papillio Mattress	April 2016 – August 2017	
India – Kerala		
1. Overseeing Production Process 2. Arrange & Distribute suppliers Order 3. Preparation of Daily stock&Verification		
Counter Sales Executive at Kirloskar Engine Service Cenetre	June 2013 – December 2015	
India – Kerala		

EDUCATION	Bachelor of Commerce Commerce & Finance at University Of Calicut India – Kerala April 2011
	Higher Secondary Class XII Commerce & Finance at Government of Kerala India – Kerala March 2008
SKILLS	Tally ERP9 / Level: Expert MS Office / Level: Expert
LANGUAGES	English / Level: Expert Hindi / Level: Expert Malayalam / Level: Native Speaker
CERTIFICATION	Advanced Diploma in Manual & Computerised Accounting (Tally ERP9 & Peachtree) Issued in: May 2012
DECLARATION	I declare that all above facts are true to the best of my knowledge and I abide to work to the standards and company rules to prove myself as an ideal official