

JITHU GEORGE

ACCOUNTANT & OFFICE ADMINISTRATOR



CONTACT

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Kalayil (H), Peruvanthanam P.O.,
Idukki Dist., Kerala, India.
Pin code: 685532

PROFILE

I am a finance professional with an experience of more than 6 years skilled in computing VAT, managing and assisting multiple projects, accounting software and processes. I am also skilled in regulatory reporting, accounting operations and in proficiently supplying quick responses to financial inquiries from internal management and potential clients.

EDUCATION

BACHELORS IN COMMERCE - COMPUTER

Mahatma Gandhi University, Kerala
2011 - 2014

SKILLS

TECHNICAL

- Zoho Books
- Tally ERP 9.0
- MS - Office

NON - TECHNICAL

- Excellent Verbal & Writing Skills
- Creative & Innovative
- Quick & Self Learner
- Ability to work in team and multicultural environment
- Adaptive and Diplomatic

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

EXPERIENCE

SIGNEXCEL GRAPHICS L.L.C., AJMAN

ACCOUNTANT & OFFICE ADMINISTRATOR
June 2018 - Present

RAINBOW ALUMINIUM & POWDER COATING L.L.C., AJMAN

ACCOUNTANT & OFFICE ADMINISTRATOR
April 2016 - April 2018

RAJU THOMAS & CO. CHARTERED ACCOUNTS, INDIA

AUDIT ASSISTANT
August 2014 - January 2016

JOB DESCRIPTION

- Preparing invoice & Updating credit sales details.
- Managing business operations - Accounts, Productions & Sales and Customer Services.
- Managing Accounting and Finances of the organisation.
- Overseeing the supervision of the employees.
- Keeping abreast of emerging technology, changes and innovations.
- Conducting Planning & Budgeting, Daily Production Planning, Production & Consumption Analysis.

LICENSE DETAILS

LICENSE NO.	197223
ISSUE DATE	24th December 2018
EXPIRY DATE	26th December 2025
ISSUE PLACE	Ajman License
TYPE	Light Vehicle

OTHER DETAILS

DATE OF BIRTH 13th November 1992
NATIONALITY Indian