

JIJESH K



CONTACT

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+971 581338781

PERSONAL DETAILS

Date of Birth : 07/05/1992

Marital Status : Married

Nationality : Indian

Visa Status : Visit Visa (Exp: 14/05/2022)

SKILLS

Proficient with:

Tally 9 ERP

MS Office

PARS

Personal skills: Professional, Reliable, Fast Learner, Highly Motivated

LANGUAGES

English/Hindi:
Speaking/Reading/Writing

Tamil: Speaking

Malayalam: Native

OBJECTIVE

Seeking a suitable position in a reputed organization.

EXPERIENCE

Super Bag Plastic Bags LLC, Dubai

October 2017 - January 2022

Accounts Assistant

Responsibilities Held:

Record day to day financial transactions and complete the posting process.

Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.

Ensuring the adequacy of sales-related equipment or material.

Supply and maintenance of FMCG products for restaurants

Responding to complaints from customers and give after-sales support when requested.

Update accounts receivable and issue invoices

Assist with reviewing of expenses, payroll records etc. as assigned

Post and process journal entries to ensure all business transactions are recorded

Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines

Assisted under senior accountant in calculating and preparing tax payments.

Signplus Digital Print house - kannur, kerala

August 2015 - May 2016

Accountant

Responsibilities Held:

Maintain digital and physical financial records

Issue invoices to customers and external partners, as needed

Create and update expense reports

Record day to day financial transactions and complete the posting process.

Reconcile and balance all accounts.

Prepare receipts & invoices for all types of transactions.

Handle pettycash management & depositing cash/cheques

Track and maintain inventory records.

Prasad T, Accountant & Tax Practitioner - kannur, kerala

September 2014 - June 2015

Accounts Assistant

Responsibilities Held:

Record day to day financial transactions and complete the posting process.

Check and verify source documents such as invoices, receipts, computer printouts.

Reconcile and balance all accounts.

Track and maintain inventory records.

Calculate, prepare tax payments and VAT filing.

Prepare monthly reports payouts and reports.

Prepare receipts & invoices for all types of transactions.

Check spreadsheets for accuracy

Prepares asset, liability, and capital account entries by compiling and analyzing account information.

Participate in quarterly and annual audits

EDUCATION

Kerala University

2015

M.com

Kannur University

2012

BBA (Bachelor of Business Administration)

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

JIJESH.K