**Accountant with more than 3 years Professional Experience**



**JINIL**

**JINIL.373931@2freemail.com**

**Dubai, UAE**



**OBJECTIVE**

**To secure a challenging position in the field of Accounting & Finance with a well reputed organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.**

**PROFESSIONAL EXPERIENCE**

* **Accountant**

**Rich Dad BPO, Thrissur, Kerala, India** (Jan 2014 – Sep 2017)

**WORK PROFILE**

* Prepare and maintain accounting journals, ledgers and other financial records
* Verifying the accuracy of invoices and other accounting documents or records
* Prepares daily cash reports, Bank reports, PDC Registers , Petty Cash statements & Assure liquidity position of the company
* Prepare and review Age wise outstanding reports, Reconciliation of receivables, payables and ensure accurate and updated debt collection or payments
* Maintains and balances Banks & subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Maintain inventory records and report on the amount of materials available & required
* Develop, manage and maintain comprehensive Payroll records & Employee benefits by calculating deductions and earnings
* Prepare and review adjustment and closing entries, maintain partners and related parties current accounts, & confirm balances by reconcile necessary accounts
* Maintain Chart of Accounts and prepare periodical Financial Statements such as Trial Balance, Profit & Loss Statement, Balance Sheet & Cash Flow Statement
* Responsible for fixed assets management and the preparation of all related documentation
* Liaison work with internal and external auditors, banks and regulatory agencies
* Assist with auditors and coordinating with audit process
* Performs related duties as assigned

**PROFESSIONAL QUALIFICATION**

* **Bachelor of Commerce (B.Com)**

*University of Calicut, Kerala-India*

* **Certificate in International Financial Accounting**

*Institute of International Accountants, Kerala-India*

**PROFESSIONAL SKILLS**

* Accuracy
* Ability to work on own initiative and to tight deadlines
* Team worker and highly motivated
* Excellent interpersonal and communication skills
* Strong work ethics
* Team building
* Ability to Prioritize

**TECHNICAL SKILLS**

* **Microsoft Office**
* **Tally ERP 9, Peach Tree**
* Confident to do any Accounting Software

**PERSONAL PROFILE**

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| --- | --- | --- |
| Date of Birth | : | 15/04/1992 |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Language Proficiency | : | English, Malayalam |
| Religion | : | Hindu |
| Visa Status | : | Visit Visa |
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**REFERENCE**

Reference will be provided on demand