**Jincy**

E-mail: jincy.380259@2freemail.com



**PROFILE:**

* A dynamic Professional with internship and part time experience in Accounts with reputed companies in UAE
* **Graduate in BA (Hons) Accounting and Finance at Middlesex University (UK), Dubai**.
* **Pursuing for ACCA qualification.**
* Proficient in Sage 50 accounting (accredited by CIMA) software and Minitab & MS Office Applications.



**WORK EXPERIENCE DETAILS:**

**Temporary Employment:**

**Company:** TNT Express, Al Qusais branch

**Position:** Duty Collections Agent

**Date:**18th December 2016 - 2nd February 2017

**Roles and Responsibilities:**

* Cash Collection,
* Cash Declaration,
* Maintaining records of collections received from Customers,
* Preparing debt, credit and necessary reports in Excel Spreadsheets
* Updating Company Database.

**Internship Experience:**

**Company:** PKF, DIC branch

**Position:** Accounting Intern

**Date:**17th June 2014 - 30th August 2014

**Role & Responsibilities:**

* Involvement in day-to-day accounting operations.
* Proper recording and filing of documents are maintained.
* Preparing month-end closing schedules and reconciliations.
* Assisting in monthly management reporting and analysis.
* Establishing, maintaining and improving control procedures.
* Support team in period end closings.
* Ensure timely and accurate processing of payments.
* To follow up with authorized signatories to ensure timely approval of payments.
* Handle full set of accounts including general ledger, journal, accounts payable & receivable, daily bank reconciliation etc.

**Voluntary Work:**

* Taken part for the Induction and Registration day held in the month of January, 2015.
* Taken part for Breast Cancer Awareness and Marhaba week conducted by the University in 2014.
* Taken part for Christmas Program, International Day and Youth Festival in University in 2014.
* Taken part for Blood Donation Campaign in March 2014.
* Taken part for the Clean Up UAE Campaign in 2013.



**PROFESSIONAL AND ACADEMIC QUALIFICATIONS:**

* **Institution:** Phoenix Financial Training, Dubai World Trade Centre.

**Course:** ACCA Qualification (currently studying for Professional level: P1 paper)

* **Institution:** Middlesex University, Dubai.

**Course:** BA (Hons) Accounting and Finance

**Graduation Date:** 12thNovember 2016



**KEY SKILLS AND ABILITIES:**

* MS Office products - Excel, MS Word, Power point, Microsoft Outlook.
* Proficient in Sage 50 accounting software and Minitab.



**PERSONAL DATA**

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| Marital status | : | Single |
| Date of birth | : | 20-04-1995 |
| Nationality | : | Indian |
| Visa Status | : | Resident visa |
| Language Known | : | English, Malayalam and Arabic. |
| Driving License | : | Valid UAE Driving License. |