

# JISHNU RS

## Accountant

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### Highlights

- Stock Invoice verification
- Income Statements and Balance Sheet Payroll preparation and Accounting Office administration work
- Payroll preparation

### Skills

- Thorough working knowledge in computerized environment Customer Relations
- Systems involving Microsoft Office Packages Finance & Banking
- Accounting packages –Tally ERP 9, PG Finance, ACS
- Quickbooks (basic)
- Zoho (basic)
- SAP (basic)

### Language Proficiency

- English (Professional)
- Hindi
- Tamil
- Malayalam

### Personal Details

Gender : Male  
D.O.B : 18-03-1996  
Religion : Hindu  
Nationality : Indian  
Visa Status : Residence visa  
U.A.E License Dr: 213935

### Career Summary

Seeking a suitable position in **Accounts & Finance** with a reputed Organization, where my education and **3 years'** experience can contribute to the enrichment of myself and growth of the organization

### Experience

**Accountant** – From October 2018 to Present

**Organization-** AL AQAD AL FAREED GEN BUILDING CONT  
DIBBA FUJAIRAH-UAE

- Compile and analyze financial information and documents to prepare books of accounts and its finalization including tax returns (VAT) and Inventory
- Maintain Cash and accurately record cash transactions.
- Prepare Income Statements and Balance Sheet
- Preparation of cash flow and fund flow statements
- Preparation of projected and provisional Balance Sheet
- Preparation of Purchase and Sales register. Monitoring Payable and Receivables, produce monthly statements of accounts.
- Reconciliation of banks, creditors, debtors, and intercompany accounts

**Accountant** – July 2017 to September 2018

**Organization-** POPULAR MOTOR WORLD, HYUNDAI  
KOLLAM, KERALA, INDIA

- Preparation of Purchase and Sales register. Monitoring Payable and Receivables, produce monthly statements of accounts.
- Reconciliation of banks, creditors, debtors, and intercompany accounts

### Education

- **Bachelor of Commerce in Madurai University**
- **Plus Two (DHSE, Kerala)**
- **SSLC (Board of Public Examinations, Kerala)**