



JALEES.V

Experienced Professional Accountant with 2 years of expertise in financial management, accounting principles, and tax regulations. Skilled in audits, bookkeeping, and financial reporting. Proficient in various accounting software, detail-oriented in analysis, and adept at fostering collaboration across teams. Committed to ethical standards and continuous learning for delivering accurate financial insights and driving organizational success.

CONTACT DETAILS

+971581685117

jjalees87@gmail.com

Sharjah , UAE

KEY SKILLS

- Team Work
- Integrity
- Financial Proficiency
- Leadership Quality
- Decision-making
- Financial Reporting
- Software Proficiency
- Problem Solving Ability
- Hardworking
- Positive Attitude
- Honesty

EMPLOYMENT CHRONICLE

ACCOUNTANT,PURCHASE ASSISTANT & CASHIER | Aug 2021 – Feb 2023

Ojin Foods private Limited, Kerala India

KEY RESPONSIBILITIES

- Manage daily cash and Keep all the ledgers updated
- Checking all cash inflow and outflow
- Managed petty cash operations efficiently.
- Provided oversight for maintaining books of accounts, including those of clients, up to finalization.
- Handled payroll preparation and accounting.
- Independently managed accounts up to finalization.
- Acted as a liaison with auditors during the audit of accounts.
- Prepare Bank reconciliation statement.
- Prepared and reviewed income statements and balance sheets.
- Check the summary of Quotation and Purchase Order.
- Loggings and updates purchasing data in the system
- Direct the delivery vehicles to designated areas for load and unload goods safely
- Prepare payment request for the delivered item and follow up.
- Substantial financial transactions by auditing documents.

ACADEMIC CREDENTIALS

BACHELOR DEGREE OF COMMERCE |2018

- University of Calicut, India

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

COMPUTER PROFICIENCY

- Tally 9

★★★★★
- MS Office

★★★★★
- Basic Operation

★★★★★
- Internet & Email

★★★★★

LANGUAGES

English	100%	<div></div>
Hindi	100%	<div></div>
Arabic	70%	<div></div>
Malayalam	100%	<div></div>
Tamil	100%	<div></div>

VISA STATUS

- VISIT VISA

PASSPORT DETAILS

Passport Number : ???
Date of Expiry : ???
Place of Issue : ???

INTERESTS



Songs



Travelling



Reading

ACCOUNTANT & CASHIER | Mar 2023 - May 2023

Prince Trading Private Limited, Kerala India

KEY RESPONSIBILITIES

- Recoding daily cash transactions and keep checking the floatation of cash.
- Prepare daily cash statement.
- Bank reconciliation.
- Analyzing financial statements and presenting reports to senior management.

ACCOUNTANT | May 2023 - Aug 2023

LEATHER STYLE VEHICLE UPHOLSTERY SERVICES LLC, Sharjah, UAE

KEY RESPONSIBILITIES

- Prepare all sales invoices and keep all stocks updated
- Prepare payment request for the delivered item and follow up.
- Monitoring of all purchases and made payments
- Prepare monthly statements off all customers
- Keep record of all cash flow.
- Bank reconciliation.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Male
Nationality : Indian
Marital Status : Single
Permanent Address : Jaseena manzil
Feroke PO, Kozhikode
PIN: 673631 Kerala,
India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JALEES.V