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Abu Dhabi, United Arab Emirates

SKILLS

- Bookkeeping
- Reporting Research Results
- Time Management
- Data Entry and Data Analysis
- Planning and Organizing
- Teamworker
- Problem Analysis and Problem Solving
- Proficiency with Microsoft Word
- Business Assessments with Accuracy

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

ADDITIONAL INFORMATION

- Visa Status: Visit Visa
- Reference available upon request

ALEX GEEVARGHESE

JUNIOR ACCOUNTANT

PROFESSIONAL EXPERIENCE

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Expertly maintaining detailed accounts for reporting, ensuring and managing department- wide accounts payable and receivable.

WORK EXPERIENCE

Junior Accountant

Palace Restaurant and Caterers | Kerala, India

February 2022 - December 2022

- Created and maintained journal entries, register for cash, cheque and credit card transactions, reviewing receipts, payments, deposits and handling petty cash maintaining exceptional accuracy throughout.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Maintained order register, material inward - outward register with awareness of surroundings and secured cash to minimize potential loss
- Managed Inventories whilst assisting corporate clients with enquiries related to promotions and procurement
- Look after accounts receivable ageing analysis and follow up with the clients
- Provided customer service, reverting and resolving customer queries and problems.

Administrative Assistant

KM Shoppo Hypermarket | Kerala, India

June 2021 - January 2022

- Handled client correspondence and internal communications in professional manner.
- Maintained cash book while processing transactions, refunds, credits and issuing exchange vouchers
- Balanced cash box to ensure all transactions are accurately processed
- Performed administrative tasks, document management and report development for inter-departmental use.
- Answered phones and performed clerical office functions to address queries, concerns and issues, escalating complaints to management.
- Answered product related questions with up-to-date knowledge of products and promotions.

EDUCATION

Kalinga University, Raipur, India - 2022

Bachelor of Commerce; Finance and Accounting

Bishop Moore Higher Secondary School, Kerala, India- 2019

Certificate of Higher Education; Science