



Jishnu P.M

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PROFESSIONAL SUMMARY

Energetic and detail-oriented accounting assistant with 3+ years of experience in the financial industry. Proven ability to manage multiple tasks simultaneously, maintain accurate records, and provide excellent customer service. Skilled in creating accurate reports, processing payrolls, and managing accounts receivable/ payable. Established record of preparing annual audits and assisting clients. Seeking a challenging position in a fast-paced environment where I can use my skills and experience to make a significant contribution.

EXPERTISE

- Accounting Software
- Invoicing and collection
- Accounts Payable and Receivable
- Communication
- Attentive Listening skills
- Multitasking

PROFESSIONAL EXPERIENCE

Safari Hypermarket

Sharjah- UAE

Assistant Accountant

Oct2021- present

- Directs cash management operations to include daily cash administration, management of current accounts and bank relations.
- Entry of accounts in computer using oracle based ERP Software.
- Monitor and verify the contracts prior payments of all the supplier i.e. (Rental, Leasing and Supplier Payments) & Petty Cash Expenses.
- Reviews and drives improvements in cash management, ensuring financial obligations are met in accordance with Company policies and procedures.
- Timely reconciles cash application and disbursements.
- Maintaining Fixed Asset Schedule.
- Monitors cash transactions to ensure that bank account balances to the report and any unusual items are investigated.
- Forecasts, monitors and tracks cash flow (weekly, monthly, quarterly etc.).
- Prepares cash flow reports, and identifies and evaluates variances.
- Monitors and ensure the accurate timely processing of supplier payments as per the company's policies and procedures reporting to Accounts Manager.
- Daily recording of transactions and updating books of accounts such as Cash receipts, payments

EDUCATION

- B.com| William Carey University| 2018 - 2020| Shillong, India
- Higher Diploma in Manual and Computerized Accounting| Accountants Academy.
- Higher Secondary| 2017| Kerala India

PROFESSIONALSKILS

- Excellent organizational skills, detail oriented with strong analytical, research skills and an inquisitive approach to problem resolution.
- Strong Excel skills (Advanced pivot table skills, data editing and analysis).
- Demonstrated strong financial reporting analysis and reconciliation skills and knowledge of current accounting compliance issues.
- Possess strong time management and multi-tasking skills – ability to prioritize workload to allow for the expedited processing / follow-up.
- Strong interpersonal skills and the ability to liaise at all levels and effectively influence.
- Strong analytical and problem-solving skills; ability to act independently and make recommendations and/or decisions.

LANGUAGES

- Embrace my native language, **Malayalam**, with its rich cultural heritage, and effortlessly connect with those from similar backgrounds.
- Weave words with finesse in **English**, fluently expressing my thoughts and ideas in both spoken and written form.
- Effortlessly converse in the rhythmic flow of **Hindi**, adding a touch of warmth to every interaction.

DECLARATION

I do hereby declare that the information furnished above is true to the best of my Knowledge.

Thanking You,

JISHNU P M