

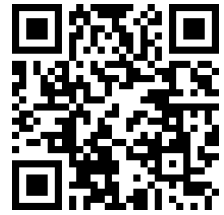


Jerin Jacob

ACCOUNTANT & CASHIER

Abu Dhabi

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Dedicated and detail-oriented junior Accountant and Cashier with over 8 months experience at Royal and Ready Home Real Estate Management Abu Dhabi, UAE, and Accountant over 7 years of experience at Las Palmas Restaurant Co. Kuwait. Adept at managing financial transactions, reconciling accounts, and ensuring compliance with accounting standards. Proven track record in maintaining accurate.

HIGHLIGHT OF QUALIFICATIONS

B. Com (Bachelor of Commerce) -Computer Application 2007-2010
UNIVERSITY OF CALICUT - M.E.S Kalladi College

Plus two (Kerala Board of Examination) 2005-2007
BOARD OF HIGHER SECONDARY - N.S.S Higher Secondary School

WORK HISTORY

Junior Accountant & Cashier, Abu Dhabi, U.A.E 2023-2024
Royal and Ready Home Real Estate Management

- Prepared and executed tenancy contracts for all tenants, ensuring legal compliance and accuracy.
- Collected and organized tenant data, maintaining and updating records regularly.
- Managed the timely deposit of post-dated (PDC) and current-dated (CDC) cheques.
- Prepared monthly income and expenditure accounts, providing detailed financial reports.
- Prepared detailed bank reconciliation statements
- Handled and managed petty cash transactions efficiently.
- Calculated and submitted water and electricity charges for all properties (ADDC).
- Maintained and updated the list of available vacant properties for the manager.
- Coordinated and processed contract renewals, ensuring updates in the system.
- Allocated expenses accurately on a property or plot basis.
- Conducted proactive follow-ups with tenants to ensure timely payments.

Junior Accountant, Kuwait, Kuwait 2015-2022
Las Palmas Restaurant Company

- Handling Stores, Office and Warehouse petty cash expenses and replenishment.
- Maintaining record of all transaction.
- Allocation of expenses to respective Ledger.
- Prepare summary of daily sales.

- Creating a monthly corporate and divisional budget for the company and monitoring expenditures.
- Maintaining and updating fixed asset records Preparing monthly payroll for all employees.
- Update accounts payable, receivable and perform reconciliations.
- Make different reports in Microsoft Excel, Work on Account software- Tally E R P.
- Make weekly inventory sales reports from P O S.
- Responsible for all accounting jobs and day-to-day transaction.

Accountant & Cashier, Kerala, India

2011-2015

Oxygen the Digital Shop

- Maintaining stock lists.
- Making entry of purchases, Receipts & Payments done.
- Billing of sold item.
- Collecting cash and maintaining proper income amount details.
- Making cash and stock transfer.
- Tallying income and expense calculations by end of the day.
- Generating salary slip for staff based on their working hours and leave records.

SKILLS

- Attention to Detail: Ensuring accuracy in transactions and handling discrepancies.
- General Ledger Accounting: Proficiency in maintaining the general ledger and reconciling accounts.
- Bank Reconciliation: Ability to reconcile bank statements with company records.
- Accounting Software: Proficiency in software like Tally ERP, MS Excel, MS Word etc.
- Customer Service: Excellent communication and interpersonal skills for dealing with customers.
- Cash Handling: Experience in managing cash transactions and operating a cash register.
- Team Collaboration: Ability to work well with other staff members.
- Financial Reporting: Knowledge of preparing financial statements and reports.
- Accounts Payable/Receivable: Experience managing invoices and payments.

LANGUAGE

- English
★★★★★
- Malayalam
★★★★★★
- Hindi
★★★★★
- Tamil
★★★★
- Arabic
★

PERSONAL

- DOB : 2nd November 1989
- Licence : No
- Nationality: Indian
- Visa : Visit Visa
- Gender : Male
- Marital Status : Married