



REENA JOHN

ASSISTANT ACCOUNTANT/ CASHIER

CONTACT

☎ 971505249258

✉ reenajohn92@gmail.com

📍 AL twar 1 ,dubai

 reena-john-0411281a0

EDUCATION

2017-2019
BHARATHIYAR UNIVERSITY

- Master of Business Administration (Finance)

2010-2013
MG UNIVERSITY

- Bachelor of commerce(Computer Application)

SKILLS

- MS Excel
- VAT
- Teamwork
- Time Management
- Accounting Cycle
- Effective Communication
- Quick book
- Tally prime

LANGUAGES

- English
- Hindi
- Malayalam

PROFILE

Dedicated and detail-oriented accounting professional with experience in supporting senior accountants, managing day-to-day accounting tasks, and ensuring compliance with accounting standards. Proficient in using accounting software, with strong analytical skills and a collaborative approach to problem-solving

WORK EXPERIENCE

- **VK ASSOCIATES (Kerala)** 2020-2021
JUNIOR ACCOUNTANT
 - Performed monthly financial statement reviews and analysis.
 - Assisted in the preparation of budget forecast
 - Analysed and reported financial data to executive management.
 - Preparing financial reports to assist in decision-making for senior management.
 - GST Registration and returns
 - Collection of bills and payments
 - Prepare and post journal entries in TALLY ERP 9
 - Assisted the business and individual GST tax return preparation
 - Monitor financial transactions and ensure proper recording in Tally ERP.
- **GLOBESTA AUDITORS AND ACCOUTANTS (Kerala)** 2019-2019
Accountant Trainee
 - Maintained accurate financial records and reported financial performance to management on a regular basis.
 - Preparation of financial statement general ledger accounting as per regulation
 - Experience with computerized and manual accounting

REFERENCE

Reference Available upon request