

JISHNU MUKUNDAN T

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EDUCATION

Bachelor of Business Administration (BBA)

University of Calicut

2017 - 2020

Diploma in Computerised Financial Accounting (DCFA)

IHRD Kerala

2021 - 2021

EXPERIENCE

Accountant

Signature Diesel Trading LLC

01/2023 - Present Abu Dhabi, United Arab Emirates

- Generating invoices and account statements.
- Maintaining accounts receivable files and records.
- Preparing month end entries to maintain detailed reporting and record keeping.
- Posted accounts receivable payments made by cash, cheque or credit payments.
- Coordinating with sales teams for sales and collection of overdue balances.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Responding vendor queries.
- Preparing quotations and sales presentations.
- Implement and maintain customer registration activities.

Assistant Branch Head

Manappuram Finance Limited

08/2021 - 12/2022 Kerala, India

- Managed daily finance services for smooth business operations.
- Reviewed bookkeeping and management accounts to achieve clear and correct reports.
- Addressed customer issues calmly and professionally, delivering quick, successful resolutions.
- Trained new employees on company policies, customer service excellence and sales techniques.
- Oversaw daily operations, including opening and closing procedures to maintain company standards.
- Supervised the processing of customer transactions, maintaining accuracy and security in all financial dealings.
- Developed and maintained relationships with key business clients, contributing to long-term partnerships.

Junior Accountant (Part Time)

Quality Supermarket

01/2020 - 01/2023 Kerala, India

- Billing and cashiering.
- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Handled high volume credit and cash transactions using Point Of Sales (POS) systems efficiently.
- Stock and store management.
- Helped customers with specific item requests by answering questions and offering knowledgeable product advice.
- Conducted price checks for colleagues and customers, ensuring accurate pricing and labelling.

SUMMARY

Experienced Accountant with a demonstrated history of working in finance and retail sectors. Currently employed at Signature Diesel Trading LLC in Abu Dhabi, responsible for generating invoices, maintaining accounts receivable files, and preparing month-end entries. Proven expertise in bookkeeping, Tally ERP, GCC VAT, GST, and MS Office. Previous roles include Assistant Branch Head at Manappuram Finance Ltd and Supermarket Junior Accountant at Quality Supermarket. Adept at warehouse & inventory management, and customer service. Career goal is to leverage extensive financial management skills to contribute to organisational success and growth.

LANGUAGES

English

Hindi

Malayalam

SKILLS

Tally ERP

GCC VAT

GST

MS Office

Bookkeeping

Office Administration

Financial Coordination

Sales & Marketing

Customer Service

Warehouse & Inventory Management

PERSONAL INFORMATION

Passport Number : T4206810

Passport Expiry : 02/06/2029

Date of Birth : 24/03/2000

Nationality : Indian

Visa Status : Employment