

JISHNU MUKUNDAN T

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OBJECTIVE

Goal-oriented Junior Accountant with expertise in ledger reconciliation, financial reporting, and accounts management, seeking to enhance operational efficiency and contribute to organizational success. 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 financial records maintenance, Tally ERP, GCC VAT, and MS Office. Previous roles include Assistant Branch Head at Manappuram Finance Ltd, India and Cashier cum Data Entry Operator at Quality Marketing, India. Detail-oriented and dedicated data entry professional with a solid foundation in business administration and extensive experience in record-keeping, document processing, and data management. Skilled in MS Office applications, data reconciliation, and analytical reporting.

EDUCATION

Bachelor of Business Administration, University of Calicut, Kerala 2017- 2020

Diploma in Computerised Financial Accounting (DCFA), IHRD Kerala 2021- 2021

SKILLS

Tally ERP, GCC VAT, MS Office, Data Entry and Record keeping, Analytical and Reporting Skills, Bank reconciliation, Data Reconciliation and Maintenance, Office Administration, Customer Service, Cashiering

EXPERIENCE

JUNIOR ACCOUNTANT

Signature Diesel Trading LLC

Jan 2023 - Present

Abu Dhabi, UAE

- Generating invoices and account statements.
- Maintaining accounts receivable files and records.
- Recording ledger and journal entries.
- Reconcile bank statements to ensure accuracy and identify discrepancies.
- 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 Ltd

Aug 2021 - Dec 2022

Kerala, India

- Managed daily finance services for smooth business operations.
- Reviewed bookkeeping and management accounts to achieve clear and correct reports.
- Led month-end and year-end closing processes, coordinating with cross-functional teams for timely financial reporting.
- 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.

Cashier cum Data Entry Operator (Part time)

Jan 2020 - Jan 2023

Quality Marketing

Kerala, India

- Billing and cashiering.
- Entered and managed inventory data, ensuring stock levels were accurately tracked.
- Maintained financial records and generated detailed operational reports for management.
- Prepared and updated detailed reports on financial transactions and compliance issues.
- Supervised the preparation and entry of daily operational data to ensure efficiency.
- Oversaw compliance with data entry best practices and company standards.
- Recorded and maintained customer and supplier data, ensuring up-to-date records.
- Ensured data accuracy and consistency in all documentation processes.

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL INFORMATION

- Passport Number : T4206810
- Passport Expiry : 02-06-2029
- Date of Birth : 24-03-2000
- Nationality : Indian
- Visa Status : Employment