



JAYESH RATHOD

Accountant

Detailed oriented Accountant with a 2.5 of experience. Looking for a right opportunity where I can use my skills, knowledge and experience to achieve organization success.

+971555690668

jr7097010@gmail.co

LinkedIn : jayesh-rathod-

ab5a024b

Dubai, UAE

EDUCATION

Bachelor of Commerce

Mumbai University

2010 - 2013

CFA Level 1 (2019)

Chartered Financial Institute

2018 - 2019

NISM

Equity Derivatives VIII 2

SKILLS

Knowledge of Accounting Practices

Communication

Detailed Oriented

Data Analysis

Advance Excel

Tally ERP 9

LANGUAGE

English Gujarati

Hindi Marathi

WORK EXPERIENCE

● May 2021- May 2023 Accountant

● Company Name | Smartech LLC ● Dubai

RESPONSIBILITY

- Recording Day to Day Activities in Tally (Purchase, Sales, Stock Transfer, Bank Entries & Recnciliation)
- Preparing Cash Flow Statement
- Updating Credit Cards and follow up for Due dates & Payments
- Coordinating with supplier for Inventory prices and availability
- Preparing Salary and transferring to employee bank account
- Cross Checking, Maintaining and updating Inventory
- Managing Accounts Receivable and Accounts Payable
- Handling Petty Cash
- Updating Asset, Liability and Balance sheet.
- Computation of VAT and submission to FTA

● Feb 2019- Sept 2019 Assistant Accountant

● Company Name | Sangir Plastic LTD ● Mumbai

RESPONSIBILITY

- Posting Petty Cash, Purchase and Banking Entries
- Making Voucher for daily expenses
- Filing of invoices and other documents

● Dec 2013- Jul 2017 Mutual Fund Associates

● Company Name | Syntel PVT Ltd ● Mumbai

RESPONSIBILITY

- Opening Of New Client Account
- Dealing with Withdrawal, Investment, Switch and Conversion
- Checking AML Status of Client
- Transferring funds from one plan manager to another

INTEREST

Meditation

Swimming

Reading Books