



ASHLYMOL JOHN

PROFILE

Highly motivated and certified Professional looking forward to an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. Nearly one year of experience in India as Accountant. Now looking for a suitable position with a company which offers genuine opportunity for progression and where I can make a significant contribution.

WORK HISTORY

Rangamani Associates, Kerala, India (August 2022 - August 2023)

Designation: Audit Assistant cum Accountant

- Monthly GST Filings of clients
- Prepares special financial reports by collecting, analyzing, and summarizing account information's.
- Communicate effectively with clients.
- Income Tax Filings.
- Maintains client's confidence and protects operations by keeping financial information Confidential.
- Dispatch mails to property controllers and file all statements.
- Set up of weekly meetings and conference rooms for attendees of meetings and conferences.
- Prepares Journals, Ledgers, Trial Balance, Profit or Loss Account and Balance Sheet.
- Attend to phone calls and make provision for back-up voicemail assistance to the cooperate office.
- Organize meetings, and communicate periodically with members of staff and other personnel.
- Prepares Various Reports like; Fund flow Statements, Bank reconciliation, for Clients.
- Post and process journal entries to ensure all business transactions are recorded.
- Assist in the processing of balance sheets, income statements

EDUCATION

- B. Com, MG University, Kerala, India
- CMA Foundation , ICAI, India

CONTACT

 Deira, United Arab Emirates

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PERSONAL DETAILS

- Visa Status : Visit Visa
- Passport No : W0004932
- Date of Birth : 27/02/2001
- Gender : Female
- Nationality : Indian
- Marital Status : Single

Software Skills:

- Tally ERP 9
- SAP (FICO)
- MS Excel
- MS Word
- MS Office

Languages Known:

- English
- Hindi
- Malayalam

Add-on skills:

- Interpersonal Skill
- Leadership Quality
- Co-operative & Enthusiastic

CERTIFICATE COURSES

- Diploma in Financial Accounts
- SAP FICO

STRENGTHS

- Good interpersonal skills and ability to work under pressure
- Good Communication skill
- Efficient, responsible and hardworking

DECLARATION

I do hereby declare that the above given information and details are correct to my best of knowledge.

ASHLYMOL JOHN