


JAYASREE C.R

 5+Years of Experience

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 Dubai, UAE



CAREER OBJECTIVE

Well-organized and hardworking Accountant with over 2 years of dedicated experience. Prompt, efficient, and positive cashier with 2 years' professional experience and strong customer service skills. Analytical and innovative finance professional, offering over 2 years' professional experience with established expertise in risk and assets management, payroll coordination and process optimization. Dedicated receptionist with 3 years of experience in providing administrative support. Seeking a challenging role that leverages my skills.

SKILLS

Financial Analysis
Efficiency
Customer Service

Microsoft Office
Data collection & Analysis
Risk Management

Supervisory Skills
Strategic Planning
Tally ERP 9

WORK EXPERINCE

► CASHIER

Regency Group for Corporate Management, Dubai

NOV 2020 TO MAR 2023

- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Processes return transactions.
- Contributes to team effort by accomplishing related results as needed.

► ACCOUNTANT

Efficax solution P.V.T LTD

DEC 2018 TO NOV 2020

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.

► RECEPTIONIST

Secure support P.V.T LTD

MAR 2018 TO NOV 2018

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls



► EDUCATION

B.com Finance & Taxation

Marthoma College Kerala MG University

Higher Secondary/Plus Two

Kerala Higher Secondary Education Board

High School/SSLC

Kerala Board of Public Examination



Personal Details

Birthday	:12-Mar-1997	Gender	:Female
Marital Status	:Married	Nationality	:Indian
Religion	:Hindu	Passport	:U7321547
Visa Status	:Visit		
Language	:Malayalam, English, Hindi & Tamil		

Declaration

I Hereby declare that the above-written particulars are true to the best of my knowledge.

Jayasree C.R