



Jineetha C P

Accountant



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Abhudhabi, UAE

Skills

- Tally
- Microsoft Excel
- UAE VAT Laws
- Other MS Office

Languages

- English
- Malayalam
- Hindi
- Tamil

Strength

- Effective communication
- Hard working
- Result oriented
- Quick learner
- Strong team player

Personal Details

Nationality : Indian

Date Of Birth : 27 Jan 1996

Visa Status : Spouse visa

Career objective

To secure a challenging position in an accounting role where I can utilize my knowledge and skills gained during my M. Com and experience. I aim to contribute effectively to the organization's MIS reporting, Budgeting, Accounts Finalization processes, while continuously expanding my knowledge and enhancing my accounting expertise.

Education

❖ Master of Commerce - 2018

University of Calicut, India

❖ Bachelor of Commerce - 2016

University of Calicut, India

❖ Diploma in Tally ERP 9 - 2019

Experience

A ONE SERVICE, Kerala, India

[Waterproofing & construction contract company]

Designation: Assistant accountant [Aug2019 – Sep2021]

- Petty Cash – Handling petty cash and recording transactions.
- Bank Transaction – Recoding and reconciliation of bank accounts.
- Voucher – Preparation and recording transaction in the books.
- Invoicing Sales and recoding purchase entries.
- Follow up of receivable.
- Payment/Cheque preparation to vendors.
- Monthly report preparation – Sales, Purchase, Cash & Bank and receivables.
- Accrual provisions and ensuring the accuracy of profit and loss account.