



CONTACT

- +971 588372927
- merinpgeorge1996@gmail.com
- Dubai,UAE

EDUCATION

2021

- BHARATHIAR UNIVERSITY**
- Master of Commerce

2018

- KERALA UNIVERSITY**
- Bachelor of Commerce

SKILLS

- Communication
- Office Management
- Problem solving skills
- Team work and Collaboration

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PASSPORT

- Passport No - U 5540696
- Place of issue - Trivandrum
- Date of issue - 22/11/2021
- Date of expiry - 21/11/2031

MERIN P GEORGE

PROFILE

To get placed into a good working environment which enhances my professional skills, capabilities and knowledge, recognise value of hard work and trust me with responsibilities and challenges. Having prior experience in leading a group and ability to motivate others to execute a specific task in the time allotted.

WORK EXPERIENCE

Inara Center for Rehabilitation

08/2023 - 04/2024

Administrative Assistant & Accountant

- Handled customer relationship issues.
- Enabling quick resolution and client satisfaction.
- Handled day to day accounts.
- Process to drive financial accuracy.

Interio Studio

04/2022 - 07/2023

Accountant

- Handled day to day accounting processes to drive financial accuracy.
- Completed daily cash functions like account tracking, payroll and wage allocation, budgeting donating cash and banking reconciliation.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transaction.
- Gathered financial information, prepared documents and closed books.

DECLARATION

I, MERIN P GEORGE hereby declare that the above particulars furnished above are true to best of my knowledge and belief.

MERIN P GEORGE