

# JAYADEESH NG



📅 13/02/1992

📍 Indian

📞 +91 9633890123

✉ jaygdas@gmail.com

📄 N1947029

## 👤 PROFILE

Results-oriented and seasoned accounting professional with a decade of proven success in adeptly managing finances for midsize commercial organizations. Eagerly seeking an opportunity to leverage my extensive experience and expertise to contribute effectively to the financial management and success of state government initiatives. Known for meticulous attention to detail, strategic financial planning, and a commitment to fostering fiscal responsibility. Ready to bring a wealth of knowledge and a track record of achieving financial goals to a dynamic role in public service.

## 🎓 EDUCATION

📅 2014

**Bcom**  
**MG University**  
54%

📅 2009

**Higher Secondary**  
**HIHSS Edavanakad**  
62%

📅 2007

**SSLC**  
**St Mary's High School**  
70%

## 💼 WORK EXPERIENCE

📅 01/2021 – 11/2023 📍 SAUDI ARABIA

**Accountant**  
**Lulu Hypermarket KSA**  
**Key Responsibilities:**

### **Salary Preparation:**

- Managed salary preparation with a focus on accuracy and adherence to organizational policies and legal requirements.

### **Utility Payment:**

## 💼 WORK EXPERIENCE

- Oversaw utility payments, ensuring timely and precise financial transactions to sustain uninterrupted operations.

### **Inventory Checking and Report Preparation:**

- Conducted thorough inventory checks and prepared comprehensive reports, demonstrating a commitment to precision and organizational efficiency.

### **Supplier Payment Creation:**

- Executed the creation of supplier payments, optimizing financial workflows and fostering positive relationships with vendors.

### **Petty Cash Entries:**

- Diligently managed petty cash entries, maintaining meticulous records to facilitate transparent financial reporting.

### **Cash Flow Arranging:**

- Skillfully arranged cash flows, optimizing liquidity and ensuring the availability of funds for operational needs.

### **Cash Box Closing:**

- Performed precise cash box closings, ensuring reconciliation and adherence to accounting principles.

### **GR/IR Status:**

- Monitored and maintained the Goods Receipt/Invoice Receipt (GR/IR) status, contributing to a streamlined and error-free financial system.

📅 01/2017 – 08/2020 📍 SAUDI ARABIA

**Store Keeper**  
**Lulu Hypermarket KSA**  
**Key Responsibilities:**

- Receiving goods quality and quantity checking
- Posting of received goods stock to system
- Filing invoice to VIM
- IGT transferring
- Checking transferring goods
- Maintaining store FIFO system
- Inventory Coordination



Nedumparambil house Palliport PO Munambam, Ernakulam,  
Kerala 683515, India



## WORK EXPERIENCE

06/2015 – 12/2016 KERALA, INDIA

### Sales Executive Bharati Airtel Cochin

- Selling broadband service
- Maintaining customer relation for service
- Collection of credit information
- Attending customer complaints
- Training for new employees

03/2013 – 08/2014 KERALA, INDIA

### Teacher G-Tec Computer Education

- Tally Faculty
- Ms Office Faculty



## EXPERTISE

- Managed all accounting transactions
- Reconcile accounts payable and receivable
- Excellent knowledge of accounting regulations and procedures
- Planning and allocation of funds to suppliers by issuing cheques
- High knowledge in SAP
- Ms Excel skills including v-lookups



## LANGUAGES KNOWN

English  
Malayalam  
Hindi



## REFERENCES

### Najbuddeen - Lulu Hypermarket Saihat KSA

Chief Accountant  
jaydas@gmail.com | +966544114207

### Noushad - Lulu Hypermarket Jubail KSA

Store In-Charge  
jaydas@gmail.com | +966548058274



## DECLARATION

I declare the accuracy of the information in this resume and authorize verification of details for employment consideration.  
JAYADEESH NG