



# JAYAKRISHNAN K U

## PROFILE SUMMARY

Detail-oriented and versatile finance and customer service professional with extensive experience in accounting, cashier operations and supervisory roles within the hospitality and retail sectors. Demonstrated expertise in maintaining accurate financial records, managing payroll, processing invoices and reconciling daily sales transactions. Skilled in delivering exceptional customer service, supervising restaurant operations and leading teams to ensure high standards of quality and efficiency. Adept at inventory management, cost control and supporting accounting functions to optimize business performance.

## CONTACT DETAILS

☎ +971 564291891

✉ jayakrishnanku681@gmail.com

📍 Sharjah, UAE

## EDUCATION

### POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)

Account Zone, Shoranur, Kerala,  
India

### B. COM IN CO-OPERATION

Calicut University, Kerala, India

### HIGHER SECONDARY

Anugraha College, Cheruthuruthy,  
Kerala, India

## AREAS OF EXPERTISE

- Financial Record Keeping & Reporting
- Payroll Processing & Expense Verification
- Cash Handling & Point of Sale (POS) Operations
- Accounts Payable & Receivable Reconciliation
- Inventory Management & Stock Control
- Customer Service & Complaint Resolution

## LANGUAGES KNOWN

- English
- Hindi
- Malayalam

## WORK EXPERIENCE

● RUCHIKOOTTU RESTAURANT, SHARJAH, UAE

### CASHIER WITH ASSISTANT ACCOUNTANT

17 November 2024 – 26 May 2025

#### Key Responsibilities

- Handled daily cash, credit and debit card transactions using a POS system and issued receipts while ensuring transaction accuracy.
- Maintained financial records, processed invoices, and supported payroll processing by calculating deductions and verifying employee expense reports.
- Balanced the cash drawer at the end of each shift and ensured all transactions were properly recorded.
- Managed customer inquiries, complaints and service requests in a professional and efficient manner.
- Assisted with inventory management, restocked supplies and supported basic accounting functions as required.
- Operated the cash register efficiently and ensured smooth payment processing during peak business hours.

● AMS GLOBAL INDIA GROUP PATTAMBI, KERALA, INDIA

### ASSISTANT ACCOUNTANT

01 August 2022 – 15 May 2024

#### Key Responsibilities

- Maintained accurate financial records, processed invoices, and supported the preparation and analysis of financial reports for management review.
- Managed petty cash operations, calculated payroll deductions, processed employee salaries and verified expense reports for accuracy.
- Assisted the Accounting Manager in preparing month-end, quarterly and year-end financial closings, ensuring compliance with internal controls.
- Reconciled cash, bank accounts, accounts payable and accounts receivable (B2C), while accurately managing day-to-day financial transactions.
- Supported audit preparations and annual financial reporting; followed up with clients regarding outstanding payments and financial inquiries.

## COMPUTER PROFICIENCY

- Tally-ERP9
- QUICKBOOKS
- MS Office
- PEACHTREE

## SKILLS

- Team Collaboration and Coordination
- Time Management
- Problem-Solving
- Customer Relation
- Organizational Skills
- Detail Oriented

## PERSONAL DETAILS

Gender : Male  
Date of Birth : 11/05/1996  
Nationality : Indian

**Permanent Address**  
Konnath Padinjarethil House,  
Cheruthuruthy (P.O), Thrissur, Kerala,  
India

## PASSPORT DETAILS

Passport Number : T1820727  
Date of Expiry : 19/12/2028  
Place of Issue : Cochin

## REFERENCE

**SHAHANAD. P.S**  
Assistant Store Manager  
A. B. Bismi Hypermart Private LTD,  
Kalamassery, Kerala, India  
shahanadpsps@gmail.com  
+91 7306464892

## AJMAL BISMI HYPERMART PRIVATE LTD CUSTOMER SERVICE ASSOCIATE

01 February 2021 – 04 June 2022

### Key Responsibilities

- Provided customers with accurate information on offers, promotions and product availability to enhance their shopping experience.
- Monitored stock levels, checked for expired or damaged products, and ensured the availability of fresh items on the shelves.
- Received and inspected deliveries, recorded sales transactions and ensured accurate pricing and promotional updates.
- Maintained proper SKU rotation and organized self-help sections to support efficient inventory management.

## LOBSTER RESTAURANT BANGALORE, INDIA

### RESTAURANT SUPERVISOR

15 May 2019-19 November 2020

### Key Responsibilities

- Supervised daily restaurant operations and ensured high-quality food and service.
- Provided friendly customer service and checked on guest satisfaction.
- Handled staff payroll, scheduling, and administrative tasks.
- Managed inventory and implemented cost-control measures.
- Ensured cleanliness and compliance with hygiene standards.

## HAMDHI KUZHIMANTHI RESTAURANT ERNAKULAM, KERALA, INDIA

### ACCOUNTANT

01 August 2017-10 January 2018

### Key Responsibilities

- Maintained accurate financial records and balanced the general ledger accounts and payroll.
- Reconciled daily restaurant sales with deposits to ensure accuracy in cash flow.
- Analysed profit margins, costs, and sales trends to support financial decision-making.

## PERSONAL STRENGTHS

- **ATTENTION TO DETAIL:** Ensure accuracy in financial records, transactions, and reports.
- **EFFECTIVE COMMUNICATION:** Able to clearly interact with customers, colleagues, and management.
- **MULTITASKING ABILITY:** Manage multiple responsibilities efficiently in dynamic work settings.
- **RELIABILITY & PUNCTUALITY:** Consistently dependable with a strong sense of responsibility.