

# JISMINE GEORGE

## Accountant

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📍 Muscat

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☆ Passport No: X 6 1 3 1 7 4 6



## EXPERIENCE



### Accounts intern

#### Capella Tax Consultancy LLC

📅 07/2024 📍 United Arab Emirates

- Compute taxes and prepare tax returns
- Manage balance sheets, profit & loss statements and cash-flow statements
- Bank reconciliation
- Manage all accounting transactions



### Accountant

#### Al karama hypermarket

📅 02/2024 📍 Oman

- Prepare financial reports, such as income statements and balance sheets
- Matching invoices to purchase orders and GRN
- Reviewing invoices for accuracy and proper approvals
- Entering transactions to maintain accurate reports
- Performing bank, vendor and customer reconciliations
- Double-entry bookkeeping
- Comparing system reports to balances and verifying entries
- Preparing and processing payment batches, including checks, electronic transfers, and other payment methods
- Monitoring payment deadlines and resolving any outstanding invoices or payment delays
- Communicating with vendors and suppliers to address inquiries, resolve discrepancies, and negotiate payment terms
- Booking petty cash expenses
- Proficiency with accounting software My com



### Accountant

#### LULU GROUP OF INTERNATIONAL

📅 02/2021 - 02/2024 📍 Kerala & Tamilnadu

- Maintain accounting ledgers
- Reconcile transactions and correct any discrepancies
- Invoice processing: receiving and reviewing incoming invoices from vendors, ensuring they are accurate
- Matching invoices to PO and GRN Enter and upload invoices into system
- Preparing and processing payment batches, including checks, electronic transfers, and other payment methods
- Reconciling vendor statements
- Maintain petty cash and other general expenses booking
- Maintenance of vendor files
- Managing audits
- Perform month end duties
- Review vendor and service provider agreements
- Assist senior financial officers as needed
- TDS report preparation and filling
- Assist GST team
- Other income booking such as rebate and its computation
- Proficiency with accounting software SAP

## SUMMARY

**ACCOUNTANT** Meticulous accountant, offering over 3.5 years' professional experience in executing critical accounting functions to include bookkeeping, account reconciliations, as well as tracking and correcting finances. Adept at delivering comprehensive financial reports to facilitate financial decisions and promote efficiency.

## EDUCATION



### MBA in Finance & Marketing

#### AJ Institute Of Management

📅 2018 - 2020



### Bcom Computer Application

#### College of Applied Science IHRD

📅 2014 - 2017

## TRAINING / COURSES

### UAE VAT & CORPORATE TAXATION

Skill mount Education

### ADVANCE EXCEL

A J Institute of management

### GST & Tally ERP

Cranberry's Tech

### SAP FICO & BUSINESS ONE

CAST Institute

## LANGUAGES

### English

Advanced



### Malayalam

Native



### Tamil

Advanced



### Hindi

Intermediate



## ORGANISATIONAL SKILLS

Working under pressure



Experience with general ledger



Active learning



Ability to meet deadlines



Time management



Multitasking



## FIND ME ONLINE

**in** Social Network

<https://www.linkedin.com/in/jisminegeorge>

## PROJECTS

A study on rural woman entrepreneurship with special reference to kannur districts

📅 2019 📍 Kannur,Kerala

An organizational study on keltron component complex kannur

📅 2019 📍 Kannur,Kerala

## SOFTWARE SKILLS

SAP FICO

Tally Prime

Zoho Books

My com

My com Inventory Software

Microsoft Excel

Microsoft Word

Outlook

Google Sheet

## ADDITIONAL SKILLS

Accounts receivables

Accounts payable

Payroll

Financial preparation & reporting

VAT & Corporate Tax

Accounts reconciliation

Double-entry bookkeeping

GAAP accounting

Petty cash handling

General expense booking

3-way matching-Invoice/PO/GRN

## REFERENCES

**MR. VIJAY | Finance manager**

FINANCE MANAGER +91 9447370170

**MR. K. DEEPAK RAO | Assistant profrrsor**

A J Institute of Management, +91 7892521502