

# JITHIN KUNJUMON



Availability of Join: Immediate

### Contact

Phone:  
+971 564739364  
Email:  
[jithin.ampiyl@gmail.com](mailto:jithin.ampiyl@gmail.com)

### Languages

English  
Hindi  
Malayalam  
Tamil

### Educational Qualifications

Bachelor of Commerce (B.Com)-  
Mahathma Gandhi University,  
India-2016

### Certifications

- Tally

### Personal Info.

DOB	-	27/3/1996
Marital Status	-	Single
Nationality	-	Indian
Passport No.	-	R5232423
Visa	-	Visit Visa
Expiry Date	-	04/02/2024

## Summary

Efficient Executive with progressive experience in Accounting functions. Proficiency in using Accounting Software, Tally ERP & MS Office Applications. Outstanding organizational and analytical skills in evaluating and revising accounts processes to improve accuracy and efficiency that focuses on ensuring effective office operation.

## Professional Skills

- Tally ERP 9
- Accounts receivable and Accounts Payable
- MS Office
- Bookkeeping

## Professional Experience

### Admin cum Accounts – September 2021 - August 2023 Mayfair Luxury Hotel, India

- Monitoring and maintaining alcoholic liquor and restaurant licence.
- Handle customer complaints.
- Advertise the daily, weekly and monthly promotions of the Bar & restaurant.
- Ensure staff is following all food control and safety regulations.
- Create employee work schedules based on expected customer numbers.
- Store In charge to ensures bar is well stocked and clean.
- Purchasing groceries and kitchen materials for restaurant.
- Supervising Kitchen activities and Housekeeping
- Creates drinks and foods menus and employees schedules.
- Managing petty cash transactions.
- Purchasing alcoholic liquor from Government authorities
- Applying for alcoholic liquor quota.
- Manage the documents in proper way.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Preparing and issuing Cheques to Suppliers, employees.
- Daily filing of Accounts records and documents.
- Supervise security, cleaners and drivers activities.
- Accounts payables (Electricity bills, telephone bills, couriers etc.).
- Managing vehicle maintenance (registration, insurance, petrol card consumption)
- Manage inventory of office supplies.

### Assistant Account - July 2017 - August 2020 Geo Media Solutions, India

- Prepare day to day bank transactions & day to day cash transactions reports.
- Control on Purchase Invoices, Petty cash preparations and dealings.
- Supplier direct dealings regarding Accounts Payables & Cheque Issue.
- Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
- Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.