

# JUMILA KALANCHIRA

I am positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things and work in an environment, which encourages me to succeed and grow professionally where I can utilize my skills, and knowledge. I can work very well in all circumstances.



## CAREER

### ROYAL ARABIAN SMART TECHNOLOGIES (OCT 2022-

### MAR 2023)- Accountant

#### Work Profile

- Manage all accounting transactions- Tracking all accounts receivables and payables.
- Ensure timely bank payments compute taxes and prepare tax returns.
- Audit financial transactions and documents.
- To generate all project wise invoices related to purchase and expense bills.
- Check, inspect and reconcile bank deposits and payments
- Payroll- Calculating net salaries, deductions with holdings, updating payroll files and general ledger, Resolving payroll issues.
- Updating all cash received and payment details – cash book statement.
- Filing all purchase and expense bills.
- Following up clients by phones and emails for payments.

### AUDIT ASSISTANT – SAFARI MALL SHARJAH (APRIL 2022- JULY 2022)

- Execute audit assistant functions to check the accuracy of accounting systems and procedures.
- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Check all accounting and client's data bases are updated and functioning properly.
- Study, inspect and assess, balance sheets and other related financial statements and records.
- Check and verify accounting books and records are in conformity with industry practices and corporate policies.

## CONTACTS

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+971-589584995

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## PERSONAL DETAILS

- Nationality : Indian
- Marital Status : Married
- DOB :15<sup>th</sup>Oct 1985

## LANGUAGES

- English
- Malayalam
- Hindi

## TECHNICAL QUALIFICATION

- Tally & Peachtree
- Microsoft Office

## Software Knowledge

- *Tally 9.1*
- *X-Store ORACLE*
- *VOYAGER*
- *X POS*
- *Simple logic*
- *Quick Books*

# JUMILA KALANCHIRA

## COMMUNICATION SKILLS

- Good Communication skills gained, through my experience
- Clarity and Concision
- Friendliness and confidence
- Resolving conflict
- Open-mindedness
- Empathy

## ORGANIZATION MANAGERIAL SKILLS

- Good Organizational skills
- Easy going and personable
- Professionalism
- Diplomacy
- Ability to influence
- Good Communicator

**Passport No. -  
L9017872**

**Visa details - Visitng visa  
Place - Dubai**

## ADMINISTRATION IN ACCOUNTANTS & MANAGEMENT (2016-2022) - SINDURA APPARELS

### Store manager- USPOLO & PETER ENGLAND

- Handle transactions accurately and responsibly,
- Strong customer service.
- Work with other team members in a fast placed environment.
- Resolving complaints.
- Generate invoices and update purchase and expense details.
- Daily cash counting and reconciliation.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Preparing daily sales report on monthly basis

### Accounts- USPOLO, PETER ENGLAND, LOUIS PHILIPPE, VAN HUESEIN, ALLENSOLLY

- Payroll- Calculating net salaries , deductions and with holdings, updating payroll files and general ledger, Resolving payroll issues.
- Preparing reconciliation statement.
- preparing sales details in tally.
- Preparing accounts and tax returns. (CGST, SGST & IGST)
- Preparing stock statement report in each stores
- Checking and correcting each stores income and expense details  
Auditing and analyzing financial performance
- Advising on how to reduce costs and increase profits.

### ASSISTANT MANAGER (2008 - 2013)

#### JRG SECURITIES LTD (SHARE BROKING FIRM)

- Handling team of 8-10 Executives
- Managing Sales of Demat (Equity Broking) A/Cs
- Leading the Team towards achieving targets
- Conduct review meetings & team briefing
- Client Interaction and retention

# JUMILA KALANCHIRA

## EDUCATION AND TRAININGS

M.COM (Banking) from Madurai Kamaraj University 2015

### **Degree**

B.com ( co – operation ) from Calicut university 2007

Higher Secondary Education HSE Kerala 2003

**SSLC** National Higher secondary school 2001