

# JINU LAL D



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## SUMMARY

To pursue a career in the Accounts / Administration field where I can effectively contribute my existing skills and knowledge to the maximum and acquire new talents that can be applied or the growth of the company.

## EXPERIENCE

**Accountant** 05/2019- 10/2023

**Fabro Furniture** - Marthandam, India

- Posted accounts receivable payments made by cash, cheque or credit card payments.
- Used Tally ERP 9 accounting software to perform book keeping, invoicing and bank reconciliations.
- Reconciled monthly bank statements and resolved discrepancies.
- Produced monthly and year-end closing statements, financial documents and invoices.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Preparing of financial report by collecting, analyzing and summarizing account information.

**Assistant Account Officer**, 03/2018 - 03/2019

**Skyber Cafe** - Trivandrum, India

- Stored stock safely and securely to maintain quality of goods.
- Implemented theft prevention measures to reduce store losses.
- Reduced waste by offering special prices on goods nearing expiry dates.
- Checking and vouching of Accounts book with relevant documents.

**Assistant Account Officer**, 12/2014 - 02/2018

**Joseco Wood Industries** - Marthandam, India

- Preparing of Cash Book and Ledger.
- Documentations and filing.
- Vouching of Bank book, Cash book etc.
- Valuation of Closing Stock-Branch wise- monthly.
- Checking and vouching of Accounts book with relevant documents.

## EDUCATION

**M.Com with Computer Application** : Commerce, 2013

**Muslim Arts College** - Thiruvithancode, Kanyakumari Dist, India

**B.Com with Computer Application** : Commerce, 2011

**Malankara Catholic College** - Mariagiri, Kaliyakkavilai, Kanyakumari Dist, India

## LANGUAGES

**Tamil** - First language

**English**

**Malayalam**

## SKILLS

- Accounting and bookkeeping.
- Debits and credits research.
- General ledger accounting.
- Bank reconciliations and balancing.
- Tally ERP 9.0, MS Office

## Other Details

Father's Name : Dhasan K

Date of Birth : 30-05-1991

Nationality : Indian