

Job Mathew

Accounts Assistant / Office Assistant

Detail-oriented professional with a background in accounting and office administration seeking a position as an Account Assistant / Office Assistant to contribute organizational and financial skills to enhance overall office efficiency.



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UAE, Sharjah

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EDUCATION

B.COM

Bharathiyar University

2021

Courses

- Bachelor of Commerce

+2 VHSE

Vocational Higher Secondary

2014

Courses

- +2

SSLC

Kerala Board of Examination

2012

Courses

- 10th

Tally (Accounting Skills)

Under of Government of Kerala

2016

WORK EXPERIENCE

MJK FINANCE

Accounts Assistant

2021 - 2023

Mjk Finance is a private limited company based in Pathanamthitta, India and it was incorporated officially on 05/02/2013.

Achievements/Tasks

- Create and Update Expense Report
- Process reimbursement forms
- Prepare bank deposits
- Enter financial transactions into internal databases
- Check spreadsheets for accuracy
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Participate in quarterly and annual audits
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc. Handling communications with clients and vendors via phone, email, and in-person. Processing transactions, issuing checks, and updating ledgers, budgets, etc.

SKILLS

Communication Skill

Ms Word

Record Keeping

Office Equipment Management

Data Entry

Basic Accounting Knowledge

Problem Solving

Form Filling

Software Proficiency

Accounts Payable and Receivable

Bookkeeping

Tally ERP

Excel

LANGUAGES

English

Malayalam

VISA STATUS

Residence Visa (2025)

DECLARATION

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. Assuring utmost faith fullness and dedication in work assigned, if selected.