



Contact

Phone

+971568364134

Email

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Nationality

Indian

Location

Sharjah - United Arab Emirates

Date Of Birth

24 December, 1997

Passport

W9810890

Visa Status

Visit Visa

LinkedIn

<https://www.linkedin.com/in/jomol-j-89a513194>

Digital Skills

- Financial statement expertise
- Quick book expert
- Peachtree
- Tally ERP and Tally prime
- Account reconciliation
- MS office
- Administrative support
- Cash flow analysis
- Tax law understanding
- Bookkeeping
- Journal entry create
- Data entry
- Accounts payable and receivable

JOMOL J

Accountant

Motivated and detail-oriented accountant with one year of professional experience seeking a challenging role in a reputable organization. Committed to delivering accurate financial information and assisting in making informed business decisions. Adept at leveraging analytical skills to identify cost-saving opportunities and optimize financial processes. Looking to contribute to a dynamic team and enhance organizational efficiency

Education

2023

G-tec education Kerala, India

Course: Diploma in Indian and foreign accounting

2022

Kerala university , India

Course: Bachelor of commerce

2018

Carmel polytechnic college kerala, India

Course: Diploma in Electronics Engineering

Professional Experience

M E S English Medium school Kerala, India (2022 - 2023)

Accountant cum Administrator

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Gathered financial information, prepared documents, and closed books.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Handled day-to-day accounting processes to drive financial accuracy.
- Maintained integrity of general ledger and chart of accounts.
- Prepared working papers, reports and supporting documentation for audit findings
- Diminished outstanding debts by analyzing accounts for issues.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Cooperated with senior leaders to create operating budgets and initiate financial planning
- Provided journal entries and performed accounting on accrual basis.

Strength

- Organizational
- Attention to detail
- Communication skills
- Problem - solving
- Confidentiality
- Customer service
- Time management
- Team collaboration
- Initiative
- Multitasking
- Flexible and Adaptable

Languages

- English
- Malayalam

○ O E N India limited Kerala India (2018 - 2019)

Assistant quality and production supervisor

- Assisting the supervisor in overseeing and coordinating daily operations within the team or department.
- Participating in product inspections to ensure compliance with quality specifications and identifying defects or issues.
- Collaborating with production teams to address quality concerns and implement improvements.
- Maintaining accurate records of quality inspections, production data, and any deviations from quality standards
- Assisting in training new production staff on quality control procedures and best practices.
- Facilitating communication between production teams and management regarding quality goals and achievements.
- Actively participating in continuous improvement initiatives to enhance overall production and quality processes.

PROJECT

A study on the effect of covid pandemic among the cinema theatre with a special reference to Alappuzha municipality

This research proposes to figure out the social and economical problems faced by the theater owners and the people who work in theaters.

DECLARATION

I hereby declare that this curriculum Vitae is true and correct.

Date : 14/12/2023

Location : Sharjah



JOMOL J . ACCOUNTANT