

# RENEESH K G

Accountant & Cashier



## CONTACT



**PHONE**

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**EMAIL**

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**LOCATION**

UAE, Abudhabi

## PERSONAL INFORMATION

Date of Birth: 21-08-1998  
Sex: Male  
Passport Details: R0960801  
Expiry Date: 13/06/2027  
VISA Status : Visit

## SKILLS

**Software**

Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Tally ERP | Supermarket Billing and Account Keeping Software | Tally Prime

## SOFT SKILL

- Planning & Organizing
- Communication skills
- Decision making
- Attention to details.
- Team player
- Flexible and Adaptable
- Problem Analysis and Resolution Judgement

## LANGUAGES

- English
- Hindi
- Malayalam

## HOBBIES

- Traveling
- Football
- Music

## SUMMARY

- To obtain challenging and responsible position in the field of accounting and as a cashier in a distinct organization where I can utilize my knowledge, experience and interpersonal skills in optimum way.
- To grow within the company and eventually prove to be an individual asset of the same.
- I intend to contribute positively towards the growth and prosperity of the development of organization where I work and society as well.

## EDUCATION

**B Com (Pursuing): Finance** Jun 2016 - Apr 2019  
University Of Calicut

**Senior Higher Secondary: Schooling** Jun 2014 - Mar 2016  
Board of Higher Secondary Examination

**Higher Secondary: Schooling** Jun 2013 - Apr 2014  
State Board of Public Examination Kerala

## PROFESSIONAL HISTORY

**Accounting Assistant** Nov 2022 - Nov 2023  
Insync Corp , Thrissur

**Counter Cashier & Receptionist** Sep 2021 - May 2022  
Rolling Wheels Entertainment LLC, Abu Dhabi

**Cashier and Billing Staff** Dec 2019 - Apr 2021  
LULU Hypermarket , Cochin

## AREAS OF EXPERTISE

- Dealing with customer queries and complaints
- Overseeing day to day operations
- Managing all accounting transactions
- Preparing Budgets, Financial Statements, returns in time.
- Processing Tax payments and returns.
- Bank Reconciliation Preparation
- Account Receivables and Payables Reconciliation

## DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.