

**ROHIT JAYARAM**

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# ABOUT ME

PASSPORT NO : U7691177 ISSUE : 16/12/2020

EXP : 15/12/2030 MARITAL STATUS : SINGLE

LANGUAGES: ENGLISH, HINDI, MALAYALAM. VISA STATUS : EMPLOYEMENT VISA

UAE DRIVING LICENSE EXP : 05/11/2025

# ADDITIONAL INFORMATION OBJECTIVES

## PROFILE

Seeking a challenging opportunity in an organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulﬁllment of organizational vision.

# EXPERIENCE

## Assistant Accountant

**Assistant Accountant at PALM HYPERMARKET LLC. Muhaisnah, Dubai (2 Years). AREAS OF EXPOSURE, DUTIES AND RESPOSIBLITIES**

* Day to day accounting functions.
* and intercompany balances.
* Support month end and year end close process.
* Preparation of payment plan.
* Inventory management.
* Financial Accounting
* Bookkeeping
* Reconciliation

# SKILLS

## KEY SKILLS AND CHARACTERISTICS

* Teamwork
* Goal Oriented
* Problem solving & analytical skills
* Adaptability to change
* Time management
* Strategic thinking & planning abilities
* Financial and cost accounting
* Excellent analytical skills
* Strong written and verbal communication

# EDUCATION

2017 – 2020

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Bachelor of Commerce CMR University Bengaluru.

## COMPUTER SKILLS

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Accounting software

## PERSONAL SKILLS

* Ability to communicate in clear and straight forward manner.
* Excellent administration and team building capabilities.
* Team Worker.

# DECLARATION

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I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.