



ROHIT REEJANS

ASSISTANT ACCOUNTANT

Detail-driven and organized accounting professional with 1+ years of experience supporting finance and accounting operations. Experience in all facets of customer service, sales, billing, Accounts Payable, and Accounts Receivable. Streamlines business operations and processes to enhance the flow of the workplace and control costs. Highly skilled in preparing financial statements, audit reports, reconciling GL accounts, and tax reports. Builds strong relationships with clients and vendors.

SKILL HIGHLIGHTS

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
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CONTACT ME

 0543414928

 rohitreejans200@gmail.com

 Al karama Dubai

➤ EDUCATION

B.COM, TAXATION

ST. XAVIERS COLLEGE THUMBA TVM,
KERALA ,INDIA

➤ EXPERIENCE

- **ACCOUNTANT CUM CASHIER** -THE MUFFIN HOUSE TVM KERALA -EXPERIENCE-1 YEAR.
- **SALES EXECUTIVE** -HOUSE OF CANDY MALL OF TRAVANCORE TVM KERALA

➤ Language

Native Malayalam.

Advanced English, Tamil,Hindi

➤ SKILLS

- Microsoft Office
- Tally
- Quick learner
- Team leader
- Problem solving
- Slide presentation.

➤ Passport Details

Passport No :W1494714

Place of issue:Trivandrum

Date of issue:01-07-2022

Date of Expire:30-06-2032