



## ABOUT ME

Responsible in Administration with 15+years of experience in Admin and accounts. Superior understanding of data entry, file management, and customer service. My major skills are time management, Innovative and Efficiency.

## SKILL

Administration

Customer Support

Accountants

Decision Making

## LANGUAGE



English



Malayalam



Hindi

# JAYANTHI N.G.

ADMIN / ACCOUNTS

## CONTACT

+971 56 7419385  
jayanthing80@gmail.com  
Dubai- UAE

## EXPERIENCE

2013-2023 BRANCH MANAGER  
*Muthoot Fincorp Ltd*

- Customer account creation, Customer invoice process.
- Reconcile and maintain balance sheet accounts.
- Account payables and receivables
- Maintain records for cash flow in and out.
- Preparing bank reconciliation fortnightly
- Handled accounts in banks and confirmed the balance with our system.
- Record all the data of daily based transaction.
- Coordinated the full month end procedure.
- Verifying weekly quality check of documents Keep the relation between the company and the customers and review the terms of payments.
- Reconciling the customers account monthly to ensure all payments are accurately recorded.
- Assisting the customers to help with their queries.
- Implementing the company's financial plan and strategy in line with the goals and objects.
- Monitoring financial transactions, receivables, payables, projected cash and fund flow and initiating appropriate retrieval measures if requires
- Preparation of MIS every month and presenting.
- Responsible for preparing and timely closing of daily/monthly/yearly financial statements.
- Verification of accounts vouchers cash and bank and scrutiny of ledger accounts.
- Preparing monthly profitability sheet and forecasting with the detailed analysis of the Variance cost heads and key profitability.
- Approving all payments and ensuring accuracy in all payments
- Controlling on employees claim processing/ reimbursement and overseeing the employee payroll processing.
- Prepare and submit expense report to the management for approval.

## AREA OF EXPERTISE

- ✓ Accounts Receivable
- ✓ Accounts Payable
- ✓ GL Accounts Reconciliation
- ✓ Finalization of Audit
- ✓ Payroll and Personnel
- ✓ Bank Reconciliations
- ✓ Asset Management
- ✓ Loan processing

## COMPUTER SKILL

- Proficient in MS Office Applications: Excel, PowerPoint, Word, Microsoft Outlook.
- Applications knowledge: Tally, C, C++ Visual Basic, Visual FoxPro, Java, MS Access.

## PERSONAL INFORMATION

- Nationality : Indian
- Dae of Birth : 30.05.1980
- Marital Status : Married
- Gender : Female
- Visa Status : Visit Visa

2007-2012

ACCOUNTS ASSISTANT

*Sree Gokulam Chits & Finance (P) Ltd*

- Preparing and coordinating daily banking.
- Reconciling daily cash submission from the collection department and consolidating the bank deposit daily.
- Counting and checking all funds remitted.
- Recording day by day financial transactions, posting ledgers.
- Closing day cash in and out flows.
- Prepared monthly bank reconciliations.
- Deals with cheque requests.
- Handled petty Cash.

## EDUCATION

POST GRADUATION DIPLOMA IN COMPUTER APPLICATION

*State Board of technical Education*

BACHELOR IN COMMERCE

*Calicut University*

## DECLARATION

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

*Sincerely*

*Jayanthi N. G*  
**056-7419385**