

# JAYANTHI N.G.

ADMIN / ACCOUNTS

## CONTACT

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Dubai- UAE

## EXPERIENCE

Since 2023 ACCOUNTANT , AST Group, U.A.E.

- Customer account creation, customer service
- Maintain records for cash inflow and outflow
- Customer invoice process
- Maintain petty cash
- Refers to price sheets and sales bulletins to ensure prices are up-to-date
- Processing the daily cash/checks drops from the customers and creating daily deposits to be sent to the bank
- Prepare a bank drop sheets and deposit the cash in the bank accompanied by security in accordance to safety rules and SOP'S

2013-2023 BRANCH MANAGER,  
Muthoot Fincorp Ltd, Kerala, INDIA

- 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.

## 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

## 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
- Date of Birth : 30.05.1980
- Marital Status : Married
- Gender : Female
- Visa Status : Employment Visa (Transferable)

- 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.

2007-2012

ACCOUNTS ASSISTANT

Sree Gokulam Chits & Finance (P) Ltd  
Mangalore, INDIA

- 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