



REVATHY JOHNSON

Al Rashidiya Dubai U.A.E

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in Revathy Johnson

Professional Summary

Enthusiastic professional with excellent organizational and time management skills. Proficient in financial statement preparation, accounts receivable and accounts payable. Possesses advanced knowledge of Microsoft Excel and accounting software. Capable of working independently and in a team environment.

Experience

- Inmakes Infotech Pvt Ltd** 20/03/2023 - 20/06/2023
Professional Accounting (Intern)
 - Prepared journal entries to record daily business operations accurately.
 - Maintained accurate and up-to-date records of financial transactions.
 - Prepared journal entries for posting to general ledger accounts.
 - Compiled and analyzed financial information to prepare entries for general ledger accounts.
 - Engaged in filing, recording, compiling and transmitting financial records.
 - Created and prepared adjusting journal entries.
 - Performed reconciliations of accounts payable and receivable, bank statements, and other general ledger accounts.
- Utek Computer Education Centre** 04/03/2020 - 10/05/2022
Assistant Accountant
 - Provided Administrative support to accountant, Undertaking clerical tasks such as typing, filing, making phone calls and handling mail and basic bookkeeping
 - Calculated and checked to make sure payments, amounts and records are correct
 - Worked with spreadsheet and tally data entry included sales, purchase, receipts, payments and bank reconciliation statement
 - Enquired other centres new admission reports.
 - Kept accounting ledgers up-to-date by verifying and posting account transactions.
 - Performed daily bookkeeping activities such as posting journal entries, reconciling accounts.
 - Checked figures and postings for correct entry and mathematical accuracy.
 - Processed invoices and payments, including bank deposits and cash handling.
 - Ensured accurate data entry into the general ledger by monitoring financial transactions and verifying supporting documentation.
 - Prepared monthly bank reconciliations and journal entries to ensure accuracy of financial statements.
 - Classified and summarized numerical and financial data to compile financial records.
 - Engaged in filing, recording, compiling and transmitting financial records.
 - Created and prepared adjusting journal entries.

Education

- IGNOU UNIVERSITY** 2016-2018
Master of Commerce
- KERALA UNIVERSITY** 2013-2016
Bachelor of Commerce

Certification

- Diploma in Professional Accounting (Tally, Peach tree, Quickbooks and Manual Accounting)
- Certificate in SAP

Skills

- Analytical skills
- Quick Learner
- Time Management
- Hardworking
- Honesty
- Work Ethic
- Data Entry
- Office Operations
- Cash Handling
- Finance
- Electronic and Paper Filing
- Administrative Assistance

Computer Proficiency

- MS Office
- Tally
- Basic Operation
- Internet & email
- Online Banking

Interests

- Travelling
- Songs
- Surfing through Internet

Languages

- English - Read, Write, Speak
- Hindi- Read, Write
- Malayalam- Read, Write, Speak

Personal Details

- Date of Birth : 11/09/1995
- Marital Status : Married
- Nationality : Indian
- Passport : N3037551
- Visa Status : Family Visa

Declaration

- I hereby declare that the above mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.

REVATHY JOHNSON