



AJEESH LOPEZ



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: ajeeshlopez@gmail.com



Al Nahda , Near SAhara Mall Dubai,
Dubai, United Arab Emirates

ACADEMIC CREDENTIALS

- 2014 **BACHELOR OF COMMERCE**
Kerala University
Viswa Bharathy Collage
- 2011 **HIGHER SECONDORY EDU,**
Govt,V.H.S.S, Kulathoor,
Trivandrum, Kerala
- 2009 **S.S.L.C**
Vimala Hridya H.S School
Viraly, Trivandrum, Kerala

PROFFESIONAL SKILLS

- Microsoft Excel
- M.S Word
- Tally ERP
- MS-POWERPOINT

KEY SKILLS

- Team work
- Work ethic
- Problem solving
- Leadership
- Organization skills
- Time management
- Detail oriented
- Quick Learner
- Hardworking
- Analytic skills

CAREER ABRIDGEMENT

To reach a challenging position in a Professional organization through self-improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization and grow with it.

EMPLOYMENT CHRONICLE

CASHIER

01.05.22 to 20.12.24

Divine Tours & Travels

- Maintain accurate financial records and ledgers.
- Process invoice, receipts, payments and other financial transactions.
- Reconcile bank statements and manage petty cash.
- Handle office corresponding and employee expense reports.

ACCOUNTANT | 7-2019 to 11-2021

Auto Stroker ,Abna Khalid Al Musafir L.L.C, Oman

- Processing of Day to Day Working
- Cash Book and Purchase Bill
- Making Payment of Purchase Bill as per Purchase Order
- Payroll entries of Employees salary for monthly statement
- Reconciliations of Bank Statement
- Reconciliation of Debtors & Creditors
- Reconciliation of General Ledger Accounts.
- Checking & Passing of Purchase Bill
- Accounts Receivables, & payables
- Making Adjustments Entries of Vendors
- Making Entries of Daily Collection from Customers
- Checking /Verifying Requests for Vendor Bills
- Checking Monthly Statement for various Sites and Work Orders

CASHIER | 11-2016 to 6-2018

Safari Mall Qatar, QATAR

- Customers promptly and courteously
- Counted the money given by the customer and ensured that the change is accurate, if there is any.
- Instructed the cashier assistant on proper arrangement of products in the plastic bag.
- Facilitated the customers' requests regarding changed or damaged items.

INTERESTS



Music



Travelling



Reading



Driving

PASSPORT DETAILS

Passport Number : W9793826
Date of Expiry : 14/03/2033
Place of Issue : Trivandrum

LANGUAGES KNOWN

English
Malayalam
Hindi
Tamil

ACCOUNTS ASSISTANT | 04-2016 to 11-2016

Diya Hero, Diya Mobikers, Diya Square, Eanchakal, Trivandrum

- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Verification of bills & reconciliation- Bank, Debtors & Creditors Reconciliation.
- Maintain cash transaction & petty cash book, preparing cash
- Day to day cash & bank transactions.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Agency Payment.
- Reconciliation of Bank Statement at the end of month
- Maintain salary register in MS-Excel.
- Maintain Balance sheet & profit & Loss.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

PERSONAL DETAILS

Gender : Male
Date of Birth : 12-01-1995
Nationality : Indian
Marital Status : Single
Permanent Address : Plankavila, Pozhiyoor P.O
Thiruvananthapuram, Kerala 665513
Mobile NO : (+971) 0501274540
Religion : Christian

DECLARATION

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

Date: 10/10/2024

Ajeesh Lopez