

Joowin Sara George

Accountant cum cashier

Dedicated and detail-oriented Accountant with over 7 years of experience in managing financial operations, including bookkeeping, cash handling, and financial reporting. Demonstrated expertise in accounting software, reconciling accounts, and ensuring compliance with financial regulations. Adept at providing accurate financial insights to aid decision-making processes. Seeking to leverage my experience in a challenging new role to further contribute to financial success and operational efficiency.

Experience

- 10/07/2024
31/03/2025

Accountant cum cashier
Allen Tradings, Kerala, India
 - Managed and maintained accurate financial records, including accounts payable, accounts receivable, and general ledger.
 - Handled daily cash transactions, including receiving and disbursing cash, and reconciled cash balances to ensure accuracy.
 - Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow statements, in compliance with company policies and accounting standards.
 - Performed in-depth financial analysis and provided actionable insights to management, supporting informed business decision-making.
 - Demonstrated excellent customer service skills by interacting professionally and courteously with clients and colleagues, enhancing overall client satisfaction.
- 03/2019
06/2024

Accountant cum cashier
Cozy Textiles, Kerala, India
 - Maintained accurate financial records, ensuring proper documentation for all transactions.
 - Managed accounts payable and receivable, ensuring timely payments and collections.
 - Prepared and filed GST returns in compliance with tax regulations.
 - Handled payroll processes, ensuring timely and accurate salary disbursement.
 - Processed billing and maintained financial transaction records for the organization.
 - Prepared invoices and handled cash collection.
 - Managed front office activities, including customer interactions and queries.
 - Provided excellent customer service, maintaining a high level of client satisfaction.
- 2018 - 2019

Accounts Trainee
Reliable Business Solutions, Kerala, India
 - Assisted in the maintenance of financial records and accounts, ensuring accuracy and compliance with accounting standards.
 - Prepared and processed GST returns in a timely manner, ensuring adherence to government regulations.
 - Supported the preparation of financial statements, balance sheets, and reports for internal and external review.
 - Assisted in reconciling accounts and resolving discrepancies in financial records.
 - Provided administrative support to the accounts team, ensuring smooth operation of day-to-day tasks.

EDUCATION

- 2022

Masters of Commerce - Finance
Mahatma Gandhi University, Kerala
- 2018

Accounts Assistant Using Tally with GST
Center for Computer Education
- 2015 - 2018

Bachelor in Commerce with Finance and Taxation
Baker College for women/ M.G University
- 2013 - 2015

Plus Two | 82%
Baker Memorial Girls Higher Secondary School Kottayam
- 2012 - 2013

SSLC
St.Thomas Girls High school Kottayam

Personal Info

- Phone

+971524507179
- Email

joowinsara97@gmail.com
- Address

Pulimoottil House Puthenangady
Kottayam - 686001
- LinkedIn

<https://www.linkedin.com/in/joowin-sara-george-149664313>

Skills

- Customer service and client communication
- Accounting and financial management
- Data analysis and reporting
- Audit procedures and compliance
- Proficient in MS Excel, QuickBooks, and accounting software

Languages

- English
- Malayalam
- Hindi
- Tamil

Projects

- Conducted a survey on Customer Satisfaction In Personal Selling

Passport Details

- Passport No

: V6594312
- Date of Issue

: 31/01/2022
- Date of Expiry

: 30/01/2032
- Place of Issue

: Cochin

References

- Akhilesh Jayachandran - "Allen Tradings"

Accountant cum Cashier

allentradingspld@gmail.com | Ph: +919745126496
- Sam P M - "Cozy Textiles" Owner

cozytextiles@yahoo.com | Ph: +919447475875
- Harikrishnan P. N - "Reliable Business Solutions"

Accounts Trainee info@onlinereliable.com