



PROFILE

Trustworthy Accountant analyst focused on honoring and maintaining company ethics preserving confidentiality is critical when sensitive information is presented in complex situations an ambitious self motivated individual possessing exceptional research and analytic abilities judgments make sound

CONTACT



PHONE:
+971 50 360 5234



EMAIL:
soosangeorge6@gmail.com



ADDRESS:
Al Karama Dubai UAE

SOFTWARES Skills

- MS EXCEL
- MS WORD
- TALLY

Skills

- Team management
- Marketing
- Decision making

PROJECT

- Customer satisfaction toward Lucana
- Trading

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

SOOSAN

ACCOUNTANT

WORK EXPERIENCE

System service engineer

SS system (April 2021-Dec 2022)

- Provide 2nd and 3rd level support liaise with vendors and other IT Personnel for problem resolution
- Manages and monitors all installed system and infrastructure for The organization to be in line with company guidelines or sop
- Define customers needs and functionality in a service Development cycle
- Assists in the coordination of various teams testing and evaluating For the development of design and its implementation of the best output
- Installs, configures, and test operating system, application Software, and system management tools
- Implements warranty and support activities.

Assistant Accountant

OSAK Trading company (Aug 2020-Mar2021)

- Maintain and update records, files, and documents in an organized manner.
- Ensure all kinds of documentation, paper works, etc.
- Proper maintenance of stock register and supplies.
- Giving order and receiving order in an organized manner.
- Post and process journal entries to ensure all business transactions recorded.
- Posting and verification of bill and invoice from vendors.
- Preparation of journal entries.
- Handling all petty cash transactions and update to be share with the reporting manger
- Accounting accounts receivables, Accounts payables and general ledger
- Preparing accounting report on daily, weekly, monthly basics.

EDUCATION

Bachelor of Business Administration (2016-2019)
From Bharath University

HSC, Pius X1 Higher Secondary School (2014-2016)