



JINU C

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EDUCATION

Bsc Computer Science
University of Calicut, Kerala
April 2014

SOFTWARE SKILL

CCNA, C, C++, HTML, JAVA,
PHP

ADDITIONAL SKILLS

Microsoft Office

Spreadsheet proficiency

Up-to-date tax knowledge

Accounts payable/ Receivable

Internal auditing

RESUME OBJECTIVE

Accountant with a total of 8 years experience looking forward to combine my communication skills, customer service abilities, good accounting and computer skills in order to meet the needs of both the organization and the customers that supports it while also improving my base of knowledge and experience. Seeking to leverage my accounting expertise in different firms.

PROFESSIONAL EXPERIENCE

April 2021 – Present

Accountant

Newyork Fabricators LLC, Dubai

- Manage all accounting transactions.
- Supervise and organize team to resolve problems and achieve deadlines.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements.
- Communicate with clients and proactively seek timely feedback for improvements to maximize client satisfaction.

October 2019 - February 2021

Bank Teller

HDFC Bank, Kerala

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals and recording night and mail deposits.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotion, ascertaining customer's needs, and directing customers to a branch representative.

LANGUAGES

- English - Fluent
- Hindi - Intermediate
- Malayalam – Expert

PERSONAL PROFILE

Nationality : India
Date of birth : 24/04/1990
Home address : Chappothil(H),
Padanilam PO, Kozhikode

Passport No : T7870389
UAE Driving license No :
2291055

December 2018 - October 2019

Teller

Transguard Group, Abudhabi

- To process cash/customer deposits under CCTV and ensure strict adherence to procedure and ensure client's records are correct.
- Ensure all transactions are recorded in relevant record sheets such as cashier balance sheet.
- Ensure cash verified balances and handed over to the Cash officer at the end of the day.
- Ensure the preparation of the balance sheet for cash handover to the cash officer who signs the balance sheet for acknowledgement.
- Ensure cash is properly faced and sorted before handing them over to the cash officer.
- Ensure that all transactions recorded on the balance sheet agree with the summary.
- Report to cash officer any discrepancies found in the clients deposit.

February 2015 - December 2018

Teller

G4S, Abudhabi

- To process cash/customer deposits under CCTV and ensure strict adherence to procedure and ensure client's records are correct.
- Ensure cash verified balances and handed over to the Cash officer at the end of the day.
- Ensure all transactions are recorded in relevant record sheets such as cashier balance sheet.
- Ensure that all transactions recorded on the balance sheet agree with the summary.
- Ensure the preparation of the balance sheet for cash handover to the cash officer who signs the balance sheet for acknowledgement.
- Ensure cash is properly faced and sorted before handing them over to the cash officer.
- Report to cash officer any discrepancies found in the clients deposit.

6 months

Kalari Instructor

ISHA yoga center, India

- Kerala state sports council qualified Kalaripayattu Instructor 2010

DECLARATION

I sincerely declare that all the details shared above are true to my belief. I am answerable for its correctness.

Place:

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Date: