



RIJO GEORGE

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development. So that I can achieve personal as well as organizational goals.



rijogeorgepanakkal@gmail.com



+971 56 8449295

QUALIFICATIONS:

- MBA Finance Bharathiar University completed in 2018
- B. Com Finance Calicut University-completed in 2016

IT PROFICIENCY:

- Tally ERP.9
- MS Office

SKILLS:

- Knowledgeable in computer.
- Good communication skill.
- Well organized and detailed approach to work.
- Sociable and friendly.
- Sincere, dedicated and an ambitious worker.
- Self-motivated, dependable and goal oriented employee.
- Willing to take on added responsibilities.
- Ability to work independently and as a co-operative team member.
- Possess a pleasing personality and professional appearance.

Work Experience:

**2019 – Present Administrator / Accountant Rime Information Bureau
FZC Sharjah – UAE**

Job Responsibilities:

- Proofreading reports for accuracy, updating and maintaining financial records concerning all expenditures and employee reimbursement reports.
- Identifying proper accounts for transactions to be posted to the general ledger. Reconciling vendor/bank account statements and resolving discrepancies.
- Identifies proper accounts for transactions to be posted to the general ledger. Processes vendor invoices and discounts according to policy, and ensures payments are sent within the appropriate time frame according.
- Verifying the appropriateness of charges such as labor and materials and the transactions were properly recorded and that products or services were actually provided.
- Collected and entered annual leave requests into internal tracking system and monitored absences to ensure adequate staffing levels
- Managed coordination of travel arrangements.
- Responsible for online invoicing.
- Carried out procurement of office supplies.

- Patient, personable and receptive
- . Customer Service
- . Estimating Damaging Cost
- . Insurance Claims Processing
- . Vehicle Maintenance

PERSONAL DETAILS:

- Date of Birth: 21/09/1993
- Marital Status: Single
- Nationality: Indian
- Passport No.: N8085430
- Gender: Male

2016 - 2018 Administrative Assistant Hydrolift Services Pvt. Ltd.

Palakkad, Kerala – India

Job Responsibilities:

- Collected and entered annual leave requests into internal tracking system and monitored absences to ensure adequate staffing levels
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- Carried out procurement of office supplies.

2015 - 2016 Public Relations Officer Popular Vehicles & Services Ltd.

Kozhikode, Kerala – India

- Negotiated with insurance companies on behalf of customers to ensure repairs were covered under their policy.
- Wrote up and estimated damage for over 10-15 vehicles per month.
- Reviewed repair estimates with customers and explained the process and what to expect.

DECLARATION:

I do here by confirm that above mentioned details are true to the best of my knowledge and belief.

RIJO GEORGE