



JERIN KURIAN
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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to success of the company. Seeking a job in accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me opportunity to develop my career. Also responsible position in a company as a CCTV Operator to help minimize theft, protect the residents of the building, and use strong demeanor to enforce rules.

WORK EXPERIENCE

CCTV OPERATOR

ULTIMATE SECURITY SERVICES / NOV 2021 – PRESENT

- Working as CCTV Operator in King's College Hospital London Dubai.
- Maintain logs and journals; monitors telephones.
- Ensure all video security equipment is operating effectively and efficiently.
- Assist with Alert procedures, as directed by the Shift and Operations Supervisor.
- Ensuring the security and safety of customer buildings and personnel.

ACCOUNTANT AND CASHIER

- 4 years' experience with **AMMA ROCK PRODUCTS INDIA PVT LTD.**
- Day book creation.
- Bank dealings and Bank Reconciliation.
- Managing all accounting transactions.
- Handling monthly, quarterly and yearly closing.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.

ACCOUNTANT AND CASHIER

- 1-year experience with **GOPU NANDILATH GROUP**
- Counting, balancing and depositing revenue from daily cash
- Data entry of daily sales
- Maintaining adequate currency and coin supplies to meet daily need.
- Manage transaction with customers using cash registers.
- Collect payment whether in cash or credit.

EDUCATION QUALIFICATION

- Graduation in B.com, Kerala, India
- HSE, Government of Kerala, India.
- SSLC, Board of Public Examination Kerala, India.

PERSONAL DETAILS:

Date of Birth : 12.11.1993

Gender : Male

Nationality : Indian

Religion : Christian

Languages : English,
Hindi, Malayalam

Marital Status : Married

ADDITIONAL QUALIFICATION

- DIFA (Diploma in Indian and Foreign Accounting).
- Security Systems Operations Course.

COMPUTER SKILLS

- MS Office
- Tally
- Peachtree
- Quick book

PROFESSIONAL STRENGTH

- Team Leadership
- Dedicated Team Player
- Excellent Time Management
- Strong Communication skills
- Ability to prioritize tasks and meet deadlines.
- Ability to work in flexible hours and capable for multiple job responsibilities.
- Approachable

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Dubai

Jerin Kurian