



# Jerin Jacob

## ACCOUNTANT & CASHIER

Abu Dhabi

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Dedicated and detail-oriented junior Accountant and Cashier with over 8 months experience at Royal and Ready Home Real Estate Management Abu Dhabi, UAE, and Accountant over 7 years of experience at Las Palmas Restaurant Co. Kuwait. Adept at managing financial transactions, reconciling accounts, and ensuring compliance with accounting standards. Proven track record in maintaining accurate.

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## HIGHLIGHT OF QUALIFICATIONS

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**B. Com (Bachelor of Commerce) -Computer Application** **2007-2010**  
UNIVERSITY OF CALICUT - M.E.S Kalladi College

**Plus two (Kerala Board of Examination)** **2005-2007**  
BOARD OF HIGHER SECONDARY - N.S.S Higher Secondary School

## WORK HISTORY

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**Junior Accountant & Cashier, Abu Dhabi, U.A.E** **2023-2024**  
Royal and Ready Home Real Estate Management

- Prepared and executed tenancy contracts for all tenants, ensuring legal compliance and accuracy.
- Collected and organized tenant data, maintaining and updating records regularly.
- Managed the timely deposit of post-dated (PDC) and current-dated (CDC) cheques.
- Prepared monthly income and expenditure accounts, providing detailed financial reports.
- Prepared detailed bank reconciliation statements
- Handled and managed petty cash transactions efficiently.
- Calculated and submitted water and electricity charges for all properties (ADDC).
- Maintained and updated the list of available vacant properties for the manager.
- Coordinated and processed contract renewals, ensuring updates in the system.
- Allocated expenses accurately on a property or plot basis.
- Conducted proactive follow-ups with tenants to ensure timely payments.

**Junior Accountant, Kuwait, Kuwait** **2015-2022**  
Las Palmas Restaurant Company

- Handling Stores, Office and Warehouse petty cash expenses and replenishment.
- Maintaining record of all transaction.
- Allocation of expenses to respective Ledger.
- Prepare summary of daily sales.

- Creating a monthly corporate and divisional budget for the company and monitoring expenditures.
- Maintaining and updating fixed asset records Preparing monthly payroll for all employees.
- Update accounts payable, receivable and perform reconciliations.
- Make different reports in Microsoft Excel, Work on Account software- Tally E R P.
- Make weekly inventory sales reports from P O S.
- Responsible for all accounting jobs and day-to-day transaction.

## Accountant & Cashier, Kerala, India

2011-2015

### Oxygen the Digital Shop

- Maintaining stock lists.
- Making entry of purchases, Receipts & Payments done.
- Billing of sold item.
- Collecting cash and maintaining proper income amount details.
- Making cash and stock transfer.
- Tallying income and expense calculations by end of the day.
- Generating salary slip for staff based on their working hours and leave records.

## SKILLS

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- Attention to Detail: Ensuring accuracy in transactions and handling discrepancies.
- General Ledger Accounting: Proficiency in maintaining the general ledger and reconciling accounts.
- Bank Reconciliation: Ability to reconcile bank statements with company records.
- Accounting Software: Proficiency in software like Tally ERP, MS Excel, MS Word etc.
- Customer Service: Excellent communication and interpersonal skills for dealing with customers.
- Cash Handling: Experience in managing cash transactions and operating a cash register.
- Team Collaboration: Ability to work well with other staff members.
- Financial Reporting: Knowledge of preparing financial statements and reports.
- Accounts Payable/Receivable: Experience managing invoices and payments.

## LANGUAGE

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- English  
★★★★★
- Malayalam  
★★★★★★
- Hindi  
★★★★★
- Tamil  
★★★★
- Arabic  
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## PERSONAL

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- DOB : 2nd November 1989
- Licence : No
- Nationality: Indian
- Visa : Visit Visa
- Gender : Male
- Marital Status : Married