



PERSONAL DETAILS

Name: Milan George
Nationality: Indian
Marital Status: Single
Date Of Birth: 9th May 1999

CONTACT

Phone: +971503151277
Location: Abu Dhabi
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Linked In:
www.linkedin.com/in/mlngeo

SKILLS

- Tally ERP
- Microsoft Excel
- Microsoft Word
- Adobe Photoshop
- FL Studio
- Flimora

LANGUAGES

- English - Fluent
- Hindi - Intermediate
- Arabic - Intermediate

ACCOUNTANT & ADMIN

PROFESSIONAL SUMMARY

Expert accounting and administration team member brings more than 2 years of experience maintaining financial documentation and digital accounting information. Reliable in keeping accounts current and following applicable regulations and best practices. Talented in managing time and multi-tasking to manage continuous workload.

WORK EXPERIENCE

Admin

Jan De Nul Dredging LTD, Abu Dhabi, UAE

October 2023 – January 2024 (Project Based)

Accountant and Admin

EMIRCON Abu Dhabi, UAE

April 2021 – July 2023

Customer Service Representative

Threads Uniform Store, Abu Dhabi, UAE

August 2018 – October 2018 (Temporary)

PROFESSIONAL RESPONSIBILITIES

- Analyzed and visualized financial data to create and deliver presentations reporting financial performance for senior leadership
- Prioritizing tasks and meeting deadlines.
- Posting and processing journal entries to ensure all business transactions are recorded.
- Calculated reimbursement bills, tracking and reconciling
- Assisted in the process of VAT submission
- Monitored expenses to optimize financial performance
- Obtain complete documentation and ensure the accuracy of accounts
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Provide technical support and advice on management
- Coordinated travel schedules and reservations when required
- Collaborated with the IT team to implement the ERP system

EDUCATION

Diploma in Corporate Accounts and Materials Management

Accountants Service Society, Kerala, India
2021

Bachelor of Commerce (Accounting & Finance)

Annamalai University, Tamil Nadu, India
2020

Higher Secondary School

The Model School, Abu Dhabi, UAE
2017