



## PERSONAL DETAILS

Name: Milan George

Nationality: Indian

Marital Status: Single

Date Of Birth: 9<sup>th</sup> May 1999

## CONTACT

Phone: +971503151277

Location: Abu Dhabi

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## 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