

JONATH DAVID GEORGE

RAS- AL- KHAIMAH, UAE

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I wish to submit myself as a candidate seeking positions in an organization where I can utilize my skills and leadership abilities in the most proficient manner and thereby expand my potential to build my career. I could join immediately for the position as i can fulfill my commitments in a short span of time.

PROFESSIONAL EXPERIENCE

HEXXA FLEXIBLE PACKAGING LLC, Ras-Al-Khaimah- uae
(ACCOUNTS ASSISTANT)

June 2020 – June 2021

- Handling of purchase & sales invoices of the company in the books of tally.
- Keeping sufficient journals and book keeping in tally including vouchers entry.
- Handling of LPO from the customers including sales order posting.
- LPO & PI preparation for the company.
- Proper petty cash management and handling of related accounts in tally.
- Several expert work experience in MS Excel/ Word.
- Receivables handling as per ageing wise report generated.
- Bank & ledger reconciliations.
- Have experience in couple of HR works of the company.
- Assisted in report generation for quarterly closings.
- Stock audit experience and works related.

TREAT FOODS AND BEVERAGES, Kochi, India
(Accounts executive)

February 2019 - January 2020

- Independently managed accounts.
- Responsible for routine bookkeeping.
- Performed tally works of different ledgers, groups and items along with proper journal.
- Maintained work based excel sheets.
- Responsible for confidential and trustful cash keeping.
- Updated receivables and payables with sufficient supporting.

JOHNY & CO., Kochi, India
(Accounts trainee)

May 2018 - December 2018

- Responsible for regular financial statement preparation.
- Assisted in auditing with completing monthly reconciliations.
- Worked collaboratively as an accountant trainee under the guidance of a senior staff accountant.

- Proficiently administrated GST workings and filings.
- Completed routine bookkeeping.
- Bills vouching
- Performed all MS Excel based works

ACADEMIC PROFILE

COURSE	NAME OF INSTITUTION	YEAR	% OF MARKS
CMA USA	Logic School of Management, Kochi, India	2017-2018	COURSE COMPLETED
B.COM		2014-2017	70
HIGHER SECONDARY	Government Higher Secondary School, Kochi, India	2011-2013	65
SSLC	St. Albert's Higher Secondary School, Kochi India	2011	70

SKILLS AND HIGHLIGHTS

Technical Skills

- Expert in Microsoft Excel and Word
- Expert in Tally.ERP.9

Highlights

- Expert level accounting and math skills.
- Familiar about cash-accrual and cash-basis accounting methods.
- Excellent verbal and written communication skills.
- knowledge of tax laws and regulations.
- Excellent ability to learn and work faster.
- Highly analytical and detail orientated
- Good understanding of various business entity types
- Maintaining a healthy and neat work atmosphere

PERSONAL DATA

Languages Known : English, Malayalam, Hindi, Tamil
Visa status : Work visa
Visa validity : -
Nationality : Indian
Marital Status : Single

PASSPORT DETAILS

Date of Issue : 28/01/2015

Date of Expiry : 27/01/2025

REFERENCES: To be provided upon request.

JONATH DAVID GEORGE