



JASEEM A

ACCOUNTS OFFICER

CONTACT

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OBJECTIVE

Accountant with 7+ years' experience of ledger process, accounts reconciliation and streamlining accounts as per accounting principles. B.com with Computer Application graduated seeking to leverage accounting expertise in to a better role as Accountant

IT & TECHNICAL SKILLS

Tally ERP 9 | Peach tree | MS
Word & Excel | MS Outlook | ERP
Other

KEY SKILLS

Bank Reconciliation
Financial Statements | Taxation
General Ledgers
Cash Verification & Reporting
Accounts Receivables & Payables
GAAP | Cash & Fund Flow Statements
FP & A

CERTIFICATE

Diploma in Financial Accounting

EXPERIENCE

Accounts/Admin Assistant

Tigris Gold refinery sharjha Free Zone (March 2019 to present) - UAE

- Collecting supporting documents from concerned person regarding expense or receipts and updating to ERP software
- Cash & fund flow statement preparation and submission, financial planning etc.
- Worked closely with GM for proper verification and rectification of accounts related documents
- Monitor and administer all accounts Receivables & payables as per the SOP given by company
- Exporting details from ERP and creating reports in MS Excel using V Lookup & Pivot Tables

Accounts Officer

Team Thai (Kerala –Calicut 2017-2019)

- Need to file Quarterly VAT return after proper checking and verification of records
- Following Accounts with GAAP.
- Preparing and submission of employee's salary payroll through WPS.
- Recording Invoice as per P.O verification and Inventory Method in ERP
- Preparing ROI monthly and reporting to management
- Maintaining regular company financial transactions in ERP and need to submit daily status to Manager.
- Maintaining and verifying company balance with bank for ensure the Bank reconciliation part.

Finance Executive

Al Siraj jewellery Abudhabi (2015-2017)

- Maintaining accounting transactions as per inventory Management .
- Maintaining purchase invoice and Bar coding
- Maintaining accounting transactions as per inventory Management in ERP.
- Maintaining BRS
- Generating MIS reports and adjustment of accounting transaction as the end of financial year

INTERESTS

Traveling | Diving | Reading |
Social Media

OTHER DETAILS

Passport No : L2984487
Visa Status: Residence visa

Accountant

Swrnanjali Gold Kerala (2013-2015)

- Maintaining Filing including KVAT, Income tax and Service tax returns for hundreds of clients.
- Timely TD5, ESI, EPF payment and return filing online for clients
- Extracting Balance sheet. P&L Statements and finalize the all adjustment entries as for Audit report.
- Meet deadlines towards the payment of VAT for clients.

ACADEMICS

Bachelor's Degree in B.Com .Computer Applications

Calicut university 2009-2012

Bachelor of Commerce in Computers Application or B.Com Computer Application is a **3-year undergraduate program** that combines the study of both computer technology and commerce. It enables the students to apply computer technology in the field of commerce. ... It qualifies the students both in the IT and commerce sectors.

LANGUAGES

MALAYALAM : Native Language

ENGLISH : Proficient

HINDI : Conversational