

BLESSY JACOB

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Personal Profile:

- Gender : Female
- DOB: 17/12/1992
- Nationality: Indian
- **Visa Status: Employment Visa [Can move to husband visa]**
- Marital Status: Married

Academic Qualification:

- Mcom Finance with Taxation (2016).
- Bcom with computer applications (2013).
- Plus Two Board of Higher Secondary Education (2010)

Area of Expertise:

- Taxation and Payroll
- Manual and computerized accounting
- Receivables and payables.
- Inventory Management

Computer Skills:

- Throughout working knowledge in computerized environment.
- Systems involving Microsoft Office packages.
- Accounting package - **Tally ERP9, Zoho Books ,Zoho Creator**

Language Proficiency:

- English - Intermediate
- Malayalam- Native
- Hindi
- Tamil

CAREER OBJECTIVE

Seeking a suitable position in accounts and finance with a reputed organization, where by education and experience can contribute to the enrichment of myself and growth of the organization.

WORK EXPERIENCE

Accountant and Office Administrator,

Kalabhavan Music Training Centre LLC., Ajman & Sharjah , UAE (2020 – Present)

- Preparation of books of accounts and its finalization.
- Maintain cash and accurately record cash transactions.
- Preparation of purchase and sales registers.
- Document financial transactions by entering account information.
- Communicate effectively with clients.
- Preparation of WPS and managing payroll.
- Preparing quarterly VAT reports and filing.
- Fees collection and cash handling.
- Monthly reconciliation and bank statement.
- Coordinating with external auditors ensuring all audit requirements are provided on time.
- Overseeing account receivables and account payable.
- Follow up on receivable transactions provide update to directors.
- Expertise in document processing such as visas for employees and renewal of government licenses for the company.
- Overall administration works and coordination with customers.

Accountant and Cashier,

TMM College of Nursing, Tiruvalla, Kerala , India [2016 – 2018]

- Prepare profit & loss account and balance sheet.
- Preparation of budget.
- Monitoring cash transactions and recommending strategies based on collection and payment patterns.
- Preparation of quotation for the purchase of inventories, maintaining books of accounts and coordination over branch transfer.
- Payroll preparation and accounting

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Place : Ajman, UAE

BLESSY JACOB

Date :