

JINCEY RAICHEL OOMMEN

ACCOUNTANT

Mob: 971 52 132 9785

Email: jinceyraichel97@gmail.com

Location: Dubai, UAE

Visa Status: Spouse Visa



Personal Summary

Highly motivated **ACCOUNTANT** candidate with Master's Degree in Commerce and Diploma in Indian and Foreign Accounting. Good knowledge in accounting practices, accounting software like Tally and preparing financial statements. Now looking for an Accounts Assistant Position, which will make best use of my existing skills and knowledge to contribute for the company's growth, in turn ensuring personal growth.

Career History

IMPERIAL COLLEGE, KERALA, INDIA
Assistant Lecturer in Commerce

Educational Institute
Oct. 2021 - Oct. 2022

Duties and Responsibilities

- Delivering lectures to students of B.com, BBA and M.com Courses
- Conducting online classes and tutorials when required.
- Conducting and Supervising Examinations and tests.
- Undertake general administrative works like admission procedures, University registrations, etc.

KFOUR EXTRUSIONS PRIVATE LIMITED, KERALA, INDIA
Accountant Trainee

Manufacturing Company
Sept. 2020 - Sept. 2021

Duties and Responsibilities

- Assist with day-to-day accounting tasks such as data entry, bank reconciliation, invoice processing etc.
- Prepare and maintain accurate financial records including journals, ledgers and other accounting documents
- Performing basic office tasks such as filing, data entry, processing the mail, etc.
- Collaborating with the Assistant Finance Manager to reconcile accounts receivable on a periodic basis.
- Assists in generating monthly billing statements based on the general ledger.

Achievements

- Good all-round Accounting, Taxation and Auditing Knowledge.
- Able to review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement of the organisation.
- Familiarity with accounting software and programs.
- Ability to present complex financial data to non-accounting audience.
- Adept in Profit & loss, Balance Sheet, Trial Balance and Cash flows (historical and forecasting)

Academic Qualifications

Master's Degree: Commerce
University of Kerala, India

2020

Diploma in Indian and Foreign Accounting
IAB, India

2019

Bachelor's degree: Commerce
University of Kerala, India

2018

Computer Skills

M S Office Suite
Tally Prime
QuickBooks
Peachtree

Personal Skills

Problem Solving
Analytical Skills
Interpersonal Skills
Communication Skills

Personal Details

Date of Birth : 29th August 1997
Gender : Female
Nationality : Indian
Passport No : S6904919
Languages : English, Hindi, Malayalam

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

JINCEY RAICHEL OOMMEN