



# TREESA GEORGE

## CONTACT

Dubai UAE

**Mobile:** 971547388035

gtreesa5@gmail.com

## EDUCATION

Current

Certified Management Accountant :  
Management Accounting - Part 1  
Completed

**Institute Of Management  
Accountants, USA**

08/2018 - 05/2020

Master Of Commerce: Marketing  
**Annamalai University**, Tamil Nadu,  
India

06/2015 - 05/2018

Bachelor Of Commerce: Finance  
&Taxation - Distinction  
**Mahatma Gandhi University**,  
Kerala,India

## LANGUAGES

**English:**

Advanced

**Hindi:**

Advanced

**Malayalam:**

Native

**Tamil:**

Intermediate

## PROFESSIONAL SUMMARY

Organised and reliable Accountant Cum Admin with strong administrative background and experience in office inventory management and accounting . Friendly communicator with detailed knowledge of producing high-quality documents, spreadsheets and presentations. Proven ability to monitor accounts receivables and track budgets to support bookkeeping tasks.

## SKILLS

- Data processing
- Invoicing and collections
- Tally ERP
- MS Office Suite

## WORK HISTORY

September 2021 - April 2023

**Accountant Cum Admin, *Multicare Safety & Industrial Inspections LLC***, Dubai, UAE

Accounts Responsibility & Duties

- Post & process data entries to ensure all business transaction are recorded.
- Handling petty cash.
- Update financial data in database to ensure that information will be accurate.
- Prepare and submit weekly/monthly reports.
- Assist senior accountant in the preparation of monthly & yearly closing.
- Customer credit monitor, aging report, SOA updates on time , payment follow up to collection.
- Maintain accurate client master data.

Admin/HR Responsibility & Duties

- Manage and administer all visa , id cards and immigration related matters in UAE.
- Handle all kind of insurance(group life ,workmen's compensation ,professional indemnity , public liability and medical insurance ) renewal , addition and deletion of members from insurance .
- Assist in recruitment and cancellation of employees.
- Process employee request and provide relevant information.
- Assist in payroll preparation by providing relevant data ,like absences, overtime and leaves .
- Provide report for new and renewal visa process .
- Monitoring of employee documents, company licenses and other

related documents for renewal.

- Update HR database and HRMS by recording candidates, new hires, transfers, terminations, disciplinary actions , incident , vacation , recruitment , attendance reports, grievances and performance evaluation .

January 2020 - December 2020

**Accounts Assistant, *Thomas & Associates*, Kerala, India**

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Input sales, purchase and cash transactions.
- Met deadlines by managing workload independently.
- Verified items billed against items received, following up with vendors to reconcile variances.

## **PERSONAL DETAIL**

Date of Birth : 02/05/1997

Passport No. : T5558109

Passport Expiry : 15 May 2029

Visa Status : Cancelled Visa

Visa Expiry : 12 May 2023

## **DECLARATION**

The information mentioned above is true to my knowledge and I am solely responsible,if any of the details above false.

Treesa George