LINTA JOHN

Contact

Address:

Tami building 2

Al Nadha, Sharjah

Mob: +971523229068

Email: lintajohnj96@gmail.com

Personal Details

Nationality: Indian
Marital Status: Married

Visa Status: Husband visa

Sex: Female
Date of Birth: 23/01/1996

Passport No: S1891016

Computer knowledge

Tally

Sage 50

Quickbook

M s office

Excel

Languages

English

Hindi

Malayalam

Career Objective

Seeking a challenging position within a reputed Institution to invest all my professional expertise, qualification and experience to the optimum level, to facilitate continued career growth.

Skill Highlights

- Ability to interact with cross functional teams to achieve objectives.
- Ability to complete office work as e-mailing, letter preparation, documentation in time.
- Ability to learn and practice new innovations and Effective utilization of time.
- Good spoken, written communication skills and pleasant personality.
- Capable of working stress-free under pressurized conditions.

Experience

Accountant Trainee- July 2022 to July 2023

Sajive Associates Chartered Accountants firm

Duties and Responsibilities

- Assisting with financial and management accounts preparation for Sole Traders, Partnerships and Limited Companies.
- Assisting with managing client expectations and deadlines.
- Assisting with the preparation of personal and business tax returns.
- Carrying out bookkeeping activities including journal postings and ledger reconciliations.
- Processing client records accurately using Excel, QuickBooks and other accountancy software.
- Preparation of GST and management accounts.
- Assisting with general administrative duties including meeting and greeting clients, filing, answering the telephone and supporting the team to meet deadlines as required.

Customer care Officer -April 2021 to Sept 2021.

CSB bank.

Duties and Responsibilities

- Provide splendid customer services to customers in a friendly and courteous manner at all times.
- Have sufficient knowledge about the banking products and services and respond to all inquiries accordingly.

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- Improve customers' banking experience with the bank by ensuring that the customers are attended to promptly and all their challenges are resolved without delay.
- Ensure that all the bank's policies and procedures, code of conduct and regulatory guidelines are strictly complied with in the process of discharging duties.
- Inform and suggest new banking products to customers.
- Provide information to customers on their account status and account balances.
- Open new bank accounts according to laid down rules and guidelines.
- Suggest effective ways through which the bank can promote its products and services and increase customer satisfaction.
- Provide assistance to all other members of staff in other departments of the bank by liaising with them through healthy interactions.
- Participate in marketing and awareness campaigns in the bank to create an enlarged customer base.
- Ensure that customers' confidential information is properly protected and only used for official purposes.

Cashier -April 2018 to May 2019

Weltech Home Mart, India.

Duties and Responsibilities

- Maintenance of the cash registers accurately.
- Collection and distribution of cheques to employees or others parties in relation to varies sales transactions.
- Calculate the cost of products or services.
- Maintain an accurate cash drawer, ensuring that all transactions are accounted for the end of the shift.
- Reconcile cashdrawers and sales receipts.
- Report issues with equipment.
- End of the day tally physical cash with software and bunding to deposit bank.

Education
Bachelor of Commerce - 2017 Kerala university, India.
Masters of commerce- Pursuing Mahatma Gandhi University, India.

Declaration
 I hereby declare that the above furnished details are true to the best of my knowledge and belief, if given a chance I assure that the best of my efforts shall be rendered.

PLACE:
DATE: