

## AMAL JG



### CONTACT

**Address:** Flat No 107  
Building no N-01 Persia  
Cluster International Dubai  
UAE

**Phone:**+971 521034120

**Email:**amaljg7272@gmail.com

### PERSONAL INFORMATION

Nationality: Indian  
Date of Birth :08 May 1993  
Gender: Male  
Marital Status: Married  
Visa Status- Visit Visa

### LANGUAGES

English  
Malayalam  
Hindi

## PERSONAL SUMMARY

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Capable accountant successful at managing multiple projects & consistently meeting deadline under pressure. Highly skilled in all aspects of accounting, including data interpretation, ledger balancing, financial reporting. Proficient in all major accounting software platforms and quick to adapt to new applications and processes. Ability to develop and integrate processes and procedures that impact efficiency and positively affect the bottom-line productivity.

### KEY SKILLS

- Core Skillset – General Ledger, Payroll Processing, Accounts Receivable, Accounts Payable, Month-end Reconciliation & Analysis, Reporting & Documentation, Business Accounting Process Improvements, System Implementations.
- Functional: Team Leader, Individual Contributor, Excellent Communication and Interpretation skills, Single Point of Contact for Domestic Clients.
- Technical: SAP, Tally ERP 9, Microsoft Office.

### WORK HISTORY

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**03/12/2020-25/12/2022**

#### Accounts Executive –

Aljabor Business Systems WLL., Doha, Qatar.

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Audit financial transactions and documents.

**22/12/2018 -03/12/2020**

#### Junior Accountant-

Aljabor Business Systems WLL., Doha, Qatar.

- Assigned to assist the senior accountant maintaining accounts in tally ERP software.
- various ERP software, voucher entry, and assisting in the annual audit and year-end closing

**SUBJECT MATTER EXPERT/-**

- Aegis Customer Service  
Support EUREKA FORBS LIMITED Bengaluru.  
(May 2018 to November 2018)

**DIRECT & TELESALLES/-**

- QUIKR INDIA Pvt. Ltd Bengaluru  
(July 2017 to May 2018)

**Customer Sales Executive/-**

- Aegis Limited (CSA) Bengaluru  
(June 2015 to June 2017)

**EDUCATION**

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- **B. Com in GITAM University Vishakhapatnam**
- **Thiruvangoor HSS School, Board of Higher Secondary School, Kerala**
- **Boys Vocational HS School, Board of High School, Kerala**

**IT SKILLS**

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- SAP (FICO)
- Tally ERP 9
- Microsoft Office.

**CERTIFICATIONS**

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- SAP (FICO)

**Passport Details**

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Passport No : W7549863  
Place of Issue : Kozhikode,India  
Visa status : Visit Visa

**Declaration:**

I assure you that the above details are true to the best of my knowledge and I bear the responsibility for the correctness of above-mentioned particulars. Sincerely.

Place: Dubai

**AMAL JG**