



# JIBI GEORGE

## ACCOUNTANT

---

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

## CONTACT

---

**PHONE:** +91 88934 82860

**EMAIL:** jibiyyan@gmail.com

**DOB:** 24-05-1997

**NATIONALITY:** Indian

**MARITAL STATUS:** Single

## SKILLS

---

### DESIGN SOFTWARE'S:

Adobe Photoshop, Coral Draw

### WEB-BASED APPLICATIONS:

WordPress, Blogger, HTML 5 & CSS,  
Android Studio

### OFFICE TOOLS:

Microsoft Word, Excel, PowerPoint,  
Access

### ACCOUNTS:

Tally ERP and Prime, BRS, Taxation

## LANGUAGE

---

Malayalam, English, Kannada,  
Hindi

## HOBBIES

---

Travelling, Movies, Video Games,  
Football, Cricket, Reading

## WORK EXPERIENCE

---

### ACCOUNTANT

**Nov 2021 – Feb 2022**

*Starwell Middle East General Trading LLC /Dubai-UAE*

- Managing Company Accounts.
- Creating Purchase Order, Sales and Purchase Bills.
- Bank Reconciliation.
- Auditing and Taxation.
- Handling Cheques & Payroll.

### ACCOUNT EXECUTIVE

**MAY 2018 – SEP 2021**

*High Range Coffee Curing Pvt. Ltd. / Karnataka-India*

- Managing Company accounts.
- Handling company day to day transaction.
- Bank Reconciliation.
- Preparing sales invoices, purchase invoices, Purchase order etc.....

### COUNTER STAFF AND SALES

**2015**

*BIG MART / Kerala-India*

- Handling daily sales and bills.
- Handling counter.

## EDUCATION

---

**ANDROID DEVELOPMENT** in Avoda, Kerala  
*Kannur, Kerala, India*

**2020 - 2021**

**PLUS TWO** Commerce with Computer Application  
*Kannur, Kerala, India*

**2011 - 2015**