

JINU DENSON



Contact

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Languages

English
Hindi
Malayalam
Tamil

Hobbies

- Writing
- Reading
- Solving Puzzles
- Playing Cricket

Meticulous Accounts Assistant with advanced accounting, mathematical and XL Web Browser Software and Tally Software expertise. Successful at keeping accounts current and accurate for compliant financial record keeping, Well-organized, diligent and focused Professional.

Skill Highlights

- Invoicing
- Scheduling
- Accounting
- Financial Reporting
- Account Reconciliation
- Billing
- Bank Reconciliation
- General Ledger
- Invoice Preparation
- Accounting Software
- Accounting Systems
- Balance Sheets

Experience

JUNE 2019-May 2020

Accounts Assistant / Denote Travel & Tourism Pvt Ltd / Trivandrum, Kerala

- Maintained clean and organized files by keeping accounts payable records up-to-date.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Communicated regularly with customers regarding account questions and issues.
- Organized data into multiple spreadsheets to streamline data.
- Used XL Web Browser Software to prepare weekly and monthly financial reports.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying.
- Prepared and mailed invoices to customers, processed payments and documents account updates.
- Verified postings to ledgers to confirm accurate entry and account balances.
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Reconciled account information and reported figures in general ledger by comparing to bank account statements each month.
- Maintained excellent financial standings by working closely with the Accounts assistant to process business transactions

Education

MAY 2019

B.com Accounting and Taxation

Xavier Institute of management Thumba, Trivandrum

Certifications

- Computer Data Entry and console Operations Certificate
- JWL's Global English Language Certificate