

JOHN JAMELDEIN DHENESH J

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SUMMARY

Looking for a position as an Accountant in dynamic environment where experience and professionalism are valued and required as means of attaining company success in strategy.

HIGHLIGHTS

- ❖ Proficient in Microsoft Office
- ❖ Microsoft Excel
- ❖ Customer-oriented
- ❖ Record keeping
- ❖ Thrive under pressure
- ❖ Independent worker
- ❖ Solution-oriented
- ❖ Accounts receivable
- ❖ Effective time management
- ❖ Quick learner.
- ❖ Strength in regulatory Reporting
- ❖ Account reconciliation
- ❖ A Team player/ member, with strong leadership skills.
- ❖ Confidently face all the challenges of my life and do not believe to step back.
- ❖ Ability to deal with people diplomatically. Mentally strong and can take a lot of stress.

EDUCATION

- ❖ **Bachelor of Commerce** – St. Joseph's college, Trichy, India, in April 2017.

EXPERIENCE

ACCOUNTANT.

1. Extreme point technical services L.L.C., Dubai UAE, from 2018 April to August 2019.

Job Profile:

- Petty cash handling & other Administration works as required by the department.
- Accurately record cash transactions like Payment Vouchers, Receipt Vouchers, Cheque etc.
- Day to day banking activities.
- Prepare financial statements and debtors' listings.
- Received and recorded invoices and arranged payments.
- Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.
- Prepare monthly / weekly and other periodical financial reports.
- Ensure appropriate approvals prior in all type of payments like advance, utilities, rent, fuel, suppliers & other cheque etc.
- Payment Follow-Up and Preparation of cheques
- Prepare payroll: checking time sheet and preparing individual and consolidated payroll sheet based on monthly attendance report.
- Review and confirm payroll related calculations including deduction, staff benefits etc.

2. ASP & Sons Enterprises, India from November 2016 to February 2018.

- Prepare Monthly sales report and commission statement based on monthly sales.
- Supervise & coordinate in petty cash activities for the company.
- Prepare daily cash summary.
- Maintained Daybook, Sales, Purchase & Stock Registers.
- Handled billing & delivery of commodity against purchase orders.
- Responsible for upkeep of various appropriate records of materials received.
- Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Data entry & management of inspection record.
- Handling customers and queries.
- Helping with communication & documentation for customers.

SKILLS

- ❖ Tally ERP 9 and Zoho books Accounting Softwares.
- ❖ Type writing
- ❖ Ability to deal with people diplomatically.
- ❖ Mentally strong and can take a lot of stress.
- ❖ Team player/ member, with strong leadership skills.

PERSONAL INFORMATION

- ❖ Place of Birth : Kanyakumari, Tamilnadu, India
- ❖ Sex : Male
- ❖ Marital Status : Single
- ❖ Language : English, Tamil, Malayalam and Hindi (learning)
- ❖ Date of Birth : 20-09-1997

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

Date :

Place:

