

JINESH RAJAN



Phone : +971 55 1248233

Location : Dubai, UAE

Email : jinesh.rajana@hotmail.com

(With valid UAE Driver's License)

Personal Information

Nationality : Indian

Gender : Male

Marital status : Single

Date of Birth : 06/01/1994

Driving License: 3764559

Languages Known:

- English
- Malayalam
- Hindi
- Tamil

Other Skills & proficiency

- Knowledge about UAE VAT Law.
- Can handle responsibility effectively.
- Dedicated and self-motivated
- Quick Learner
- Accounting
- Work under stress
- Time bounded nature
- Confident
- Effective communication
- Effective reporting skills
- Commitment

CAREER OBJECTIVE

Looking for a dynamic career in the field of accounts in an organization where learning is considered to be an integral part and to work in congruence with the organizational goals.



WORK EXPERIENCE

319 EXPRESS CARGO SERVICES LLC - DUBAI

December 2019 – Till Date

Executive - Accounts & HR

CITY EXPERTS GROUP OF COMPANIES – DUBAI

January 2016 – December 2019

Sr. Accounts Receivables Executive

BHASURI INN – KERALA, INDIA

March 2014 – November 2015

Personal Assistant and Front Office Executive

KANOOS RESIDENCY- KERALA, INDIA

April 2013 – March 2014

Front Office Assistant Cum Customer Service



DUTIES AND RESPONSIBILITIES

- Preparation of sales invoices on timely basis and as per site progress report.
- Quarterly VAT filing as per FTA procedures.
- Preparation of bank reconciliation statement.
- Preparation of MIS report.
- Follow up with the clients regarding the payments, collect and allocate them.
- Monitor customer accounts, non-payments, and other irregularities and manage account reconciliations with effective research and resolve payment discrepancies.
- Develop a recovery system and initiate collection.
- Handling petty cash and prepare bank deposits.
- Meeting the clients in person regarding the outstanding payments.
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc
- Ensuring new hire paperwork is completed and processed and coordinate with PRO for the visa process.



EDUCATION

2018 - Master of Business administration (MBA)

Bharathiar University (Specialization – Finance)

2015 - Bachelor of Commerce (B.Com)

Calicut University (Specialization – Finance)



ADDITIONAL SKILLS

- Tally ERP 9
- Gateway ERP
- MS Office
- Quick Book
- Peachtree



ACHIEVEMENTS

- Certificate of ISO Quality Training Session – (2019)
- Best Employee of the month – Bhasuri Inn (August 2014)
- Certificate of Appreciation – PISSA Scholarship Exam (2009)
- Certificate of Appreciation – Pinnacle of India (2009)



AFFILIATIONS

- Commerce Club Secretary (New Indian Model School, Sharjah) - 2011
- Commerce Club Asst. Secretary (New Indian Model School, Sharjah)- 2010
- Basket Ball Team Player (New Indian Model School, Sharjah)
- Volleyball Team Player (New Indian Model School, Sharjah)

DECLARATION

I hereby declare that the information above are true and correct to the best of my knowledge.

Jinesh Rajan