

Jesty George

*Accounts and Admin Assistant/Sales Coordinator
/Any Suitable Job*



Dubai, U.A.E

Phone: 055-5295135

Email ID: jesty.georgej@gmail.com

➤ **Carrier Objective:**

To partake in a professional Organization and to work with assurance of commitment, honesty and sincerity in work.

➤ **Working Experience:**

- November-2019- Current Working as Accounts and Admin Assistant/ Sales Coordinator in **Fortune Seven Fzc, Sharjah, UAE**
- June-2019- September-2019 Working as Admin and Accounts Assistant in **Beta consultants, Dubai UAE (3 Months Contract)**
- July-2016-March-2017: Working as Admin Assistant in **Al Ostath Trading Est, Jebel Ali, Dubai UAE**
- March-2014- September-2015 Worked as Teacher in Brilliance College, Kerala India

➤ **Work Profile:**

- Payments, Receipts, Tax Invoice, Delivery Note, Performa Invoice, Purchase, Sales, Payment collection and payment follow-up
- Doing Petty cash and data entry works.
- Managed the administration department to assist the senior staff.
- Managed the documents, filing and all clerical works.
- Provides excellent customer service.
- Assure that staff is provided with proper training, instruction, tools and methods to perform their jobs.
- Lead and motivate staff in handling change, building trust, and partnership
- Encourage and build a team work.
- Ensure that all customer service representatives have up-to-date benefit information.
- Ensure Customer service follow up methods and procedures are complete and meet time standards.
- Create method to provide feedback and quality assurance on identified errors
Assist with client service as needed.

➤ **Qualification:**

- BSc Computer Science Graduation from K V V S College, Adoor, Pathanamthitta Kerala University on March 2016

- **Statement of Interest:**
- To strengthen my knowledge in the field of Accounting & other fields to achieve the goal of accounting profession and also for the development of organization and myself.

- **Computer Knowledge:**
- Ms Office,

- **Personal Skill:**
- Good Communication and Presentation skill
 - Comprehensive Problem-Solving Skills and Establish long relationship with Customers
 - Hardworking and Sincerity
 - Strong customer service and, Ability to accept mistakes and make improvements

- **Personal Details:**
- Date of birth : 14/08/1994
 - Gender : Female
 - Nationality : Indian
 - Religion : Christian
 - Mother Tongue : Malayalam
 - Language Known : English, Hindi, Tamil, Malayalam
 - Marital status : Married
 - Passport No : R4647802
 - Current Visa : Husband Visa

- **Reference:**
1. Georgekutty Joseph
Accounts Manager
Al Ostath Trading Est.
P O Box-76871, Dubai,UAE
Mob-050-9083805
 2. **Titus John**
Admin&HR Executive
Eversendai Engineering FZE
Sharjah UAE
Contact No.050- 9610057

➤ **Declaration:**

This is to declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Place: - Dubai
Date:

(Jesty George)

