

# Jesty George

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



**Dubai, U.A.E**

**Phone: 055-5295135**

**Email ID: [jesty.georgej@gmail.com](mailto: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.

