

JYOTHY RAJAN

Intend to get a position that offer opportunity for long term career to utilize my skills and abilities into practice for mutual growth and development.



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WORK HISTORY

1. Accountant

Jan 2022 to Till Date

Accounts Executive

Uniq Digital Trading LLC, Dubai, United Arab Emirates.

2. Accountant

July 2019 to November 2020

Accountant

Bloom Vision Interior Design & Curtains Manufacturing LLC, Dubai, United Arab Emirates.

3. Accounts Executive

Thomsun Music House

Bangalore, India

April 2016 to May 2019

4. Accounts Executive

Adon Networks Pvt Ltd.

Bangalore, India

April 2015 to March 2016

Areas of Expertise

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Managing of Accounts

Skills to analyze the business transactions as and when they occur and ensuring that the entries to effect the books of accounts, and ensuring the accuracy by effecting reconciliations including bank and client ledgers scrutiny. Accounting for imports and export transactions, Thorough knowledge on finalization of books of accounts and preparation of financial statements.

- Managing Business Operations.

SKILLS

- Communication skills
- Ability to take responsibilities.
- Fast Learner
- Team leadership
- Team player
- Self-motivated

IT Skills

- Microsoft office (Excel, Outlook/word etc.)
- Tally ERP

EDUCATION

2012 to 2014

Master of Business Administration (Financial Management)
Annamalai University, Chennai

2010 to 2012

B.COM
Bangalore University
Bangalore

CERTIFICATIONS

Tally ERP

Practical experience of business operations from Quotations to Collection, including client negotiations and taking orders, preparation of purchase orders, arranging for imports and customs clearance, Documentation for customs clearance & duty payment and managing the sales and collection. And initiating proper records for every transactions complying with the statutory law.

- **Managing Receivables and Payables**

As an Accounts Executive my duties also included ensuring a smooth business relationship with the clients. And there by it ensured Payments follow up, timely allotment of payments to creditors, preparation of payments list and handling queries from clients.

- **Inventory Management**

Experienced in Preparing the inventory statements for Inventory wise and customer wise movement analysis to understand the flow of demand .

- **People Management**

Worked as a team, and coordinated the team members to work efficiently and encouraging them to communicate their new ideas and strategies ensuring grate results in terms of growth and development of the team and individuals. Arranged team meetings and recreations to understand the issues and resolve them within the team.

- **Time Management.**

Time plays a crucial role in any business and I have managed to complete the works within the specified time limit by setting target time limits for each works and by ensuring to cop up with the statutory due dates. Utilized new ideas and technology to work smart and save time and to take up more responsibilities.

Handling all quires related to Quotation to Collection cycle.

- Handle quires relating to Procurement
- Handle quires relating to Accounts Payable
- Handle quires relating to Supplier Management.

LANGUAGES

English, Malayalam, Kannada,

PERSONAL INFORMATION

Date Of Birth: 25/11/1991

Marital status; Married

Nationality; Indian

Passport No; U9068818

Visa status; Husband Visa

I thank you for the time you took to review my application, look forward to future discussions concerning this position.