

ZOLA GEORGE

F-303; B/No:1793

Mowaileh Commercial

National Paints

Sharjah; UAE

E-mail : zolageorge@gmail.com

Mob : +971-523395357; +971-522588506 (Rony Thomas/Husband)

**Career Objective**

To obtain a position in a result oriented company that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continuous growth.

Professional skills

- Can handle independently accounts.
- Proven strength in problem solving, coordination and Financial analysis.
- Strong analytical and organizational skills.
- Prepare monthly and yearly financial statement.
- Excellent skills in communication and negotiation.

Academic & Professional Qualifications**M.Com (Finance)**

Mahatma Gandhi University, Kottayam 2007 – 2009

B.B.A (Bachelor of Business Administration)

Mahatma Gandhi University, Kottayam 2003 – 2006

SSLC State Board of Examination- Govt. of Kerala/India (2001)

PLUS 2 Board of Higher Secondary Examination-Govt. of Kerala/India (2003)

Computer Certifications

- TALLY ERP 9
- MS OFFICE 2007

Professional Experiences

Name & Address of the Employer : Kosamattam Finance Ltd, Kottayam, India
Period of Employment : 27 June 2014 – 30 Sep 2015
Designation : Audit Executive

- Checking of company records cash/bank invoices.
- Tracing and finding out the customers.
- Checking of records.
- Preparation of monthly reports and assist in month end closing.
- Verification of Books of accounts.
- Handling all computer related jobs and day-to-day correspondence.
- Handling of Auditing team and assign their day to day programs.
- Coordinate the activities with the staff and the senior auditor concerned

Name & Address of the Employer : Babu Ottapilakal &Co.(Chartered Account firm)
Period of Employment : 01 Dec 2012 – 28 Feb 2014
Designation : Audit Assistant

- Verify and inspect accounts receivable and payable ledgers and general ledger for the accuracy.
- Check all accounting and clients databases are updated and functioning properly.
- Coordinate the activities with the staff and the senior auditor concerned.
- Prepare balance sheets in the interest of the organization.
- Study, inspect, balance sheets and other related financial statements and records.

Project Work

Final Project:

Institution: KAVANAR LATEX LTD, KERALA, INDIA

Topic: A Study on Working Capital Management of Kavanar Latex Ltd.

Duration: 3 Months

Personal Profile

Husband's Name : Mr.Rony Thomas
Sex : Female
Date of Birth : 07th June 1985
Marital Status : Married
Nationality : Indian
Visa Status : Resident visa
Languages Known : English, Hindi and Malayalam

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

ZOLA GEORGE