

JIMMY V GEORGE

Accountant cum
Executive Assistant / Office Secretary



PROFESSIONAL PROFILE

An accurate & highly qualified Accountant to handle prepare, compute, manage, research, and analyze all accounting data, in order to provide quantitative information on performance, financial position, solvency, liquidity and cash flows of the entire organization, also a successful result-generating professional with extensive experience in managerial-level employments, administrative & secretarial jobs in the scope of work such as administration, counseling, marketing, negotiation skills, computer teaching, supportive office managements, hospitality services including overall skills in interpersonal communication with minimum supervision & analytical skills shall be highlighted in my professional career.



+91 860 604 8035



Jimmyvgeorge10@gmail.com

AREAS OF EXPERTISE

- Book keeping
- Management accounting
- Balance sheet management
- Team management
- Data preparation and reporting
- Statutory filings
- Negotiation
- Manpower management
- Time management & Payroll
- Office administration & secretarial/clerical works
- Recruitment & screening
- Effective performance management

CORE SKILLS

- Accounting and accuracy
- Numeracy skills
- Being up to date with regulations
- Leadership and team management
- Organizational development skill
- Handling deadlines and pressure situations
- Strategic planning
- Strong influencing skills
- Adaptability and assertiveness
- Policy and procedure development skill
- Employee benefits and compensation strategy
- Industry knowledge and detail oriented

CAREER EXPERIENCE

MARIYAM CASHEW INDUSTRIES., KERALA, INDIA.

Accountant

March 2020 – Present

- Common duties of customer payments, account balancing, invoice payments, bank reconciliations, payroll, prepares journal entries, maintains balance sheet, ledgers and Finalisation of accounts.
- Ensures the correct coding of invoices & payment documented within time.
- Manages account payable, prepares journal entries and maintain accounts, payment process and prepares reports for the top management.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information and recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports also computing taxes and prepare tax returns including E-filing correctly on time.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends also publishing those statements in time.
- Develop periodic reports for company; Conduct month-end and year-end close process; Manage all accounting operations based on accounting principles.
- Recommend financial and statutory actions by analyzing accounting options and ensure recording of day-to day accounting entries.
- Producing purchase entries, payroll and statutory filings.
- Supervising all other accounting operations and assisting auditor for making reports.

NORTHERN REGION CEMENT COMPANY, TURAIF, SAUDI ARABIA.

Secretary to the Plant Manager

April 2012 – February 2020

Secretary to the Maintenance / Quality Departments

Performs and provide general administrative and office duties such as;

- Ensuring professional and smooth running of the Manager's daily administrative and personal tasks.
- Guiding and managing professionally the existing team in the plant department managers in attaining their daily tasks; providing better ideas and thoughts if required by my manager to get the best result both in technical & administrative affairs.
- Provides superior administrative support to General Manager, including correspondence, coordination, communications and problem resolution.
- Scheduling and arranging all meetings and appointments requested by the department manager internally and externally. Assist my manager in the Preparation of agendas for committee, board, and other meetings.
- Updating Manager's calendar to ensure that meetings, deadlines and other scheduled commitments are met. Attending to meetings and draft minutes of

meetings / reminders of pending activities to be forwarded to various departments in order to know the status / further developments of that activity.

- ✚ Type writing & drafting various routine and business correspondences, reports, memos, letters, financial statements, presentations, spreadsheet, database and other documents by using MS Office (Word Processing, Excel, PowerPoint...etc.).
- ✚ Collecting weekly & monthly Production / Consumption, operational reports & schedules from Plant departments related to various tasks and shortening with main points in order to reporting to department manager to ensure the performance, accuracy, efficiency & productivity level.
- ✚ Negotiating for long-term agreements with contract companies and suppliers of services such as manpower/ power supply companies, maintenance companies, spare parts suppliers by email in accordance and coordination with the purchasing policy as well as department manager.
- ✚ Works on the Purchasing Cycle of the Maintenance and Quality Department requirements by using SAP; i.e.
 - Asses the need & create PR (Purchase Requests) in SAP,
 - Receives Quotations; Assessing & studying vendor quotes
 - Preparing the recommendation for the approval of top management to purchase.
- ✚ Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures, also assisting in the developments and implementation of policies within the Plant Departments.
- ✚ Handle and direct all mailing and correspondences reaching the Manager's Office and take necessary actions to direct to appropriate concerned persons.
- ✚ Organize & maintain hard copy, confidential papers, electronic filing system, recording information, updating paperwork related to corporate documents, records, reports, emails and faxes.
- ✚ Organizing travel arrangements for both domestic and international travel and accommodation for incoming visitors with the support of housing & transportation section.
- ✚ Monitor the facility to ensure that it remains safe, secure, and well-maintained. Reading and analyzing incoming memos, faxes and emails in order to determine their significance and plan their distribution.
- ✚ Coordinating with other departments and Head Office.
- ✚ Carry out the supervision and coordination of the office requirements; Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- ✚ Undertake staff management and HR responsibilities according to directives from Plant Manager and Head Office.
- ✚ Assisting in payroll functions, such as maintaining timekeeping information and processing and submitting payroll & Maintains attendance reports, leave records, trip records and logs.
- ✚ Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records. Collecting monthly shift schedules & overtime summary of each department for approval of Plant Manager & submitting to Payroll section for computing their monthly earnings.
- ✚ Provide information to employees and managers on payroll matters, benefit plans, and collective agreement provisions.
- ✚ Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- ✚ Prepares and expedites purchase orders and direct payments, etc... with the coordination of Purchasing and finance section.
- ✚ Assists with the preparation, calculation, and execution of the plant budget.
- ✚ Follow-up continuously on all office operations to ensure that everything is functioning up to the standards and assisting and coordinating among all departments their work-flow operations and processes.
- ✚ Coordinating with HR Dept. for plant employee's recruitment (Complete Recruitment Cycle - from the primary to senior level).

- ✦ Monitoring the organization chart to find out the unoccupied post's with Head of Departments & Maintaining up to date internal position vacancy list.
- ✦ Perform all other related or required tasks to the work described herein and as assigned.

HOTEL AIDA, KOTTAYAM, KERALA, INDIA.

Front Office Assistant

February 2009 – March 2012

HIGHLAND HOTEL & RESORTS, KERALA INDIA.

Front Office Assistant

June 2007 – June 2008

- ✦ Perform all check-in and check-out tasks & manage online & phone reservations.
- ✦ Welcoming guests up on their arrival & registering the necessary informations of guests into the computer.
- ✦ Providing information about the hotel, facilities of available rooms, rates & amenities.
- ✦ Liaise with housekeeping staff to ensure all rooms are clean, tidy and fully-furnished to accommodate guests' needs and ensuring that guests are settled comfortably in their rooms, makes necessary adjustments if needed.
- ✦ Respond to guest's complaint in a timely and professional manner.
- ✦ Communicate with housekeeping and maintenance staff to ensure that great quality service is provided to guests. Deal with complaints and problems.
- ✦ Answering telephones and giving information to callers, taking messages, or transferring calls to appropriate individuals.
- ✦ Posted all transactions to make sure that all bills are kept up-to-date.
- ✦ Answer queries of guests about various information and services of the hotel; and other matters such as shopping, dining, and travel directions.
- ✦ Confirm group reservations and arrange personalized services for VIP customers and event attendees, like wedding guests. Upsell additional facilities and services, when appropriate.
- ✦ Making copies of correspondence and other printed material; Operating office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications; arranged for the repair of this set of equipment.
- ✦ Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- ✦ Maintain updated records of booking and payments as well as preparing logbook in order to report to my manager on daily and weekly basis.
- ✦ Prepared the cash for accounts section and ensured that all floats are accurate at the end of shift.
- ✦ Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- ✦ Do other administrative and hospitable functions assigned from time to time.

EDUCATION

- **Bachelor of Business Administration in Computer Applications**
Annamalai University, Tamilnadu, India (2011).
- **Diploma in Hotel Management**
Bharat Sevak Samaj – National Development Agency,
Promoted by Govt. of India.

COMPUTER SKILLS

Tally ERP9



Microsoft Office



SAP



(Module: Material Management & Plant Maintenance)