

JENISHTON GEORGE

General Accountant | Financial Reporting | Internal Control

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PROFILE SUMMARY

Results-driven Accountant with 8 years of experience in general accounting, along with freelance expertise. Skilled in auditing with a strong background in manufacturing and trading sectors. Proven ability to lead teams and streamline financial processes for improved accuracy and efficiency. Committed to leveraging my expertise to drive financial growth and organizational success.

EXPERIENCE SUMMARY - 8 YEARS

General Accountant

JR Group - Joga Ram General Trading LLC | (Wood and Hardware)

04/2022 - 12/2023 Dubai, United Arab Emirates

- Led a team of accounting people, enhancing productivity by 20% and optimizing work process by 15% across six branches.
- Contributed to a 15% increase in sales by providing accurate and timely financial analysis.
- Ensured accuracy in verifying daily POS reports worth of **3.5 million** monthly revenue, monthly bank reconciliation of **7** bank accounts.
- By simplified utility payment processes and payroll execution via WPS, reduced processing time by 30%.
- Systemized VAT reporting processes, ensuring 100% compliance with UAE Federal Tax Authority regulations.
- Led the transition to a new ERP system, resulting in a 30% boost in monthly closing process and department wise productivity.
- Handled intercompany transactions between JR Group companies, ensuring 100% accuracy in reconciliations and timely settlements.

Accounts Assistant

Paragon Footwear Industry LLC | (Leather Sandal Manufacturing)

12/2019 - 02/2022 Ajman, United Arab Emirates

- Streamlined import process over 300 shipments annually, reducing import delays by 98% and optimizing material costing by 30%.
- Create and process over 100 local purchases by ERP system, ensuring 100% accuracy and timely processed.
- Managed petty cash worth of AED. 50,000/- per month with 100% accuracy and improved utility payments process.
- Aided in internal inventory audit and Month-End Closing process to ensure 100% compliance with accounting and inventory standards.

Audit Intern

K.Murugan & Co - India | (Chartered Accountant Firm)

06/2016 - 08/2019 Chennai, India

- Served in reconciliation of accounts over 15 clients, resolving discrepancies and maintaining accuracy in financial records.
- Contributed to internal audit by analyzing data and supporting auditors in ensuring 100% compliance with statutory requirements..
- Supported tax filing for individual and corporate clients, including income tax returns and GST filings, ensuring 100% timely submission.
- Assisted in preparing company formation documentation and 100% compliance with regulatory requirements.

KEY ACHIEVEMENTS



Enhanced Productivity and Revenue

Led a team to optimize operations across six branches, driving a 15% sales increase through accurate financial insights.



Optimized Imports

Reduced shipment delays by 98% and cut material costs by 30% through optimised import coordination.



Led Financial Software Integration

Implemented a new ERP system, improving monthly closures by 35% and enhancing team productivity.



Tailored Accounting Services

Delivered accurate bookkeeping, financial reports, and tax filings for freelance clients, ensuring compliance and timely results.

SKILLS

QuickBooks Tally ERP MS Excel

Financial Reporting Month-End Close

Payroll Reconciliation Freelance

Tax Compliance Imports Handling

Inter Company Transactions

EDUCATION

Bachelor of Commerce(Accounting)

Scott Christian College (Manonmaniam Sundaranar University)

06/2013 - 05/2016 Tamil Nadu, India

OTHER COMPETENCIES



Language Competency

Tamil, English, Malayalam and Hindi



Community Volunteering

Actively involved in local community programs, focusing on financial literacy and education

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Dear Talent Aquisition Team,

I am excited to apply for Accounts based role. With over eight years of experience as a General Accountant, I have honed my expertise in financial analysis, process optimization, regulatory compliance, and audit functions, which I believe makes me an ideal fit for this position.

At JR Group, I led a team across six branches and drove a 15% increase in sales by utilizing financial insights to enhance operational performance. My focus on process improvement reduced monthly closing time by 30% and fostered cross-departmental collaboration. I also took ownership of VAT compliance, intercompany transactions, ERP system transitions, and internal audits, ensuring streamlined and compliant financial operations.

In my upcoming role, I would bring my leadership, audit expertise, and accounting skills to help streamline operations, support decision-making, and contribute to the company's growth. I look forward to collaborating with your team to achieve operational excellence and financial success.

I am confident in my ability to make a tangible impact and contribute to organization's goals. Thank you for your time and consideration.

Best regards,

Jenishton George

Dubai, UAE

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