



AMINTA CARMEL

ABOUT ME

Seeking a suitable position in Accounts & Finance with a reputed organisation, where my education and experience can contribute to the enrichment of myself and growth of the organisation

EMAIL:

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MOBILE:

+971 553382854

SOFTWARE

Microsoft Office
Packages
Tally ERP

LANGUAGES

English, Malayalam
Hindi & Tamil

REFERENCES

Reference can be provided on demand.

EDUCATION

- Bachelor in Science
M.G. University
- Plus Two
Board of Kerala
- SSLC
Board of Kerala

WORK EXPERIENCE

2017
(Kochi-India)

Organisation : M/s. ACCOUNTS

(Accounts contractors provide high quality and specialised accounting services to various industries)

Post held : Accountant

Nature of Work : Manual & Computerised Accounting

2019
(Abudabi)

Organisation : LULU INTERNATIONAL EXCHANGE

Post held : Cashier

JOB PROFILE

- Compile and analyze financial informations and documents to prepare books of accounts and its finalizations.
- Maintenance of Day book and Ledgers.
- Maintain cash and accurately record cash treansations.
- Prepare Income Statement and Balance Sheet.
- Preparation of Cash flow and Fund flow statements.
- Preparation of projected and provisional Balance sheet.
- Payroll preparation and accountmg.
- Checking time sheets and preparing payroll sheet based on monthly attendance report.
- Preparation of Purchase and Sales registers .
- Monitoring Payables and receivables produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and in company accounts.
- Debtors and inter company accounts.

PROFESSIONAL SKILLS

- * Time Management
- * Work under Pressure
- * Team Player
- * Self motivated & Self learner
- * Accuracy

PERSONAL DETAILS

Date of Birth	:	02/05/1995
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Christian
Passport No	:	R35/19626
Date of Issue	:	21/08/2017
Date of Expiry	:	20/08/2027
Emirates ID no.	:	784-1995-7960972-0
Date of Expiry	:	13/10/2023

