

THAHSEENA K P



A position with an organization where I can utilize the best of my skills and abilities that fit to my Education, Skills and Experience, A place where an encourage and permitted to be an active Participant as well vital contribute on development of the company.

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📍 Dubai, UAE

👜 EXPERIENCE

• Accountant

Dream Group
10/2021 - Present
Kannur, Kerala

- Responsible for Recording, Posting and Maintenance of Purchase,
- Sales, Journal, Payments & Receipts, Inventory, General Ledger,
- Preparation of monthly statements of Debtors, Creditors & Cash and Maintaining Statutory Dues
- Maintenance of Books of Accounts, Incentive of Trial Balance,
- Trading, Profit & Loss Account and Balance Sheet
- Handle the Tax related matter on TDS, Statutory Obligation with Sales Tax, Service Tax, etc.

• Assistant Accountant

M K Accessories
03/2019- 08/2021
Kannur, Kerala

- Preparing accounts in Tally Software
- Maintenance of various register like Purchase, Sales, Debit Note,
- Credit Notes, monthly cash flow and cash, cheque payment to creditors
- Preparation and submission of monthly and annual tax to Govt. authority
- Preparation of year ending schedules and accounts for audit.

🎓 EDUCATION

• Graduation

Bachelor of Commerce (B.Com)
Kannur University - Kerala, India
2013-2016

• Higher Secondary Education In Commerce

HSE Kerala, India
2013

🧠 SOFT SKILLS

- Excellent communication
- Interpersonal skills
- Adaptability
- Time management

📁 HARD SKILLS

- Tally ERP9
- MS Excel
- MS Word

🎓 DIPLOMA

• VIBES

Bharathiyar University
Kannur University - Kerala, India
2019

🌐 LANGUAGES

- English
- Malayalam

👤 PERSONAL DETAILS

- Age : 28
- Nationality : Indian
- Sex : Female
- Marital Status : Married

Declaration:

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

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