



C.Kaviya

Al Ain, United Arab Emirates

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PERSONNEL DETAILS

Nationality: Indian

Marital Status:

Married

Passport Number: W4723780

Expiry date: 26-09-2032

Visa type : Family Visa

KEY SKILLS

Analytical and Problem Solving skills

Planning and Organization

Organizational and Leadership skill.

Knowledge in Tally era ver9.

Knowledge in IT and GST File in Indian Constituent.

Educational Qualification

B.COM(Computer Appliances - 85%)

Objective

Seeking a position with well established company where I can maximize program development and training skills, skilled and organized as Trainee with more than 2 year in Article assistant, process in knowledge in IT and GST Filling procedure.

Experience

Company : Sengottayan and Co

Designation : Article Assistant

Period : 08-03-2021 to 25-01-2023

Duties and Responsibilities

- Ensure contractors and trade staff follow safety procedure.
- Analyze financial information and prepare balance sheets.
- Coordinate with management and staff to prepare budgets.
- Ensure compliance with organizational guidelines and procedures, and federal and state regulations
- Resolve account payable and receivable issues or queries
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices.
- Effective feedback and develop associates.
- 3 year of accounting work experience
- Sound understanding of accounting and financial reporting principles and practices.
- Analytical mind with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the superb organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Critical thinker with a high proficiency in math.
- Ability to work independently and as part of a team.

Thank You,

C.Kaviya

