



AMAL C

CONTACT

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Al Qusais - Al Qusais 1
Dubai

🌐 Amal c

PERSONAL DOSSIER

Date of Birth : 12/01/2001

Birth

Marital Status : Single

Nationality : India

Passport : W6034112
issue:29/10/2022
expiry:28/10/2032

Gender : Male

Driving Licence : KL58 20200008773

Pan No : CUVPC9185M

SKILLS

Analytical



Leadership



SUMMARY

Dedicated finance graduate with a strong academic background. Seeking an entry-level position in a finance firm to utilize my analytical skills, attention to detail, and ability to work collaboratively in a fast-paced environment.

PROFESSIONAL SKILLS

1. Posting and processing journal entries.
2. Accounts payable and receivable management
3. GST Computation
4. Ability to prepare financial statements
5. Bank reconciliation

PROFESSIONAL TRAINING

Tally Prime, ERP 9

Peachtree

Quickbooks

Tradeasy

Ms Word

Ms Excel

WORK HISTORY

Billing Executive

28-01-2023 -

Santhosham Weddings [6 months]

15-06-2023

Santhosham weddings is a enterprise engaged in retail sale of textiles in specialized stores situated in kuthuparamba,kannur,kerala

Duties: sending invoices and account updates to clients, receiving, sorting, and tracking incoming

Hardworking



Decision Making



Problem Solving



Time Management



Active listening



Knolledge in Accounting



LANGUAGES

English

Malayalam

payments, addressing and resolving client questions and issues relating to invoices, and providing regular, accurate reports of billing data.

Software: INVACCS

Work Experience in Virtual Offices

1 YEAR -

Manufacturing, Trading & Service Oriented Firms

VIBES[Virtual Interactive Business Experiment System

A real hands-on experience to me in starting, managing and running a business enterprise.

Manage all accounting transactions

Prepare budget forecasts

Publish financial statements in time

Handle monthly, quarterly and annual closings

Reconcile accounts payable and receivable

Ensure timely bank payments

Compute taxes and prepare tax returns

Manage balance sheets and profit/loss statements

PROFESSIONAL AND ACADEMIC QUALIFICATION

Bachelor of Commerce

2022

IGNOU

Plus Two

2018

Mambaram Higher Secondary School

Diploma in Virtual Business Experiment System

2023

Sree Sankaracharya

A grade

PERSONAL TRAITS

Respectfulness

Loyalty and Kindness

Sincerity

Accountability