

Amal Roy



Contact

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Languages

- English
- Hindi
- Malayalam
- Tamil

Career Objective

Obtain a leadership position applying creative problem solving and team management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

Educational Qualifications

- Bachelor of Commerce (Finance & Taxation), June 2018, from Mahatma Gandhi University, India
- Post Graduate Diploma in Computer Applications 2021, from Kerala Government CDIT, India
- High School up to Grade XII Commerce 2015, Kerala Board, from St. George HSS Vazhathope

Certifications

- Certificate Course in Tally ERP 9 (approved by ACCA) (2018) from Girijyothi College-Kerala

Work Experience

As an Accountant/Cashier, Kerala Hydel Tourism A venture by Kerala State Electricity Board , Idukki arch dam, Kerala,since April-2018

Accounting and cash management -

- Maintaining financial accounts in compliance with accounting policies
- Entering expenses & payments in the accounting system.
- Checking daily cash collections and reconcile with billings.
- Assisting in receivables and payables review, and bank reconciliations.
- Preparing cash vouchers and handling petty cash payments.
- Preparing payments to suppliers / vendors.
- Preparing periodical cash flow statements.
- Providing support in closing of books and General Ledger accounts

Customer guide -

- Offer customers ticket bookings and attend customer queries.
- Familiarize customers with the tour terrain and determine customers physical restrictions.
- Always maintain a friendly and helpful attitude and provide attentive services.
- Maintain high level of knowledge about the area and facilities of interest to customers and the industry.
- Respond in a courteous and polite manner to all customer queries.

Professional Skills

- I.T & Computer Literacy (MS Office, Tally)
- Verbal & Written Business Communication and interacting with people of different languages and cultures
- Proactive and prioritizing assigned tasks based on importance and deadlines
- Adapting to rapidly changing business and work environment and efficient completion of assignments

Personal Information

Date of Birth -16 Dec 1997

Nationality -Indian

Gender - male

Marital status - single

Visa Status -On visit

Visa expiry - 03/10/2022

Passport no -S4197684

Extracurricular interests

- Driving
- Trekking
- Cooking
- Photography
- Participated in National Adventure Academy camp in 2015
- Participated in NSS
- Received various certificates in arts and sports

Strengths

- Can do my duties sincerely and neatly.
- Time management and hard working.

Declaration

I do hereby declare that the above given information is true and correct to the best of my knowledge.

Date :08/07/2022

Amal Roy

Place: Dubai

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