

AMISHA DEEPAK

amishadeepak24@gmail.com

Mobile: + 971569132826

Location: Splash Building

AL Nahdha Metro Station

AL Qusais - Dubai



CAREER OBJECTIVE

Experienced accountant seeking to secure a challenging position in a reputable organization to expand my learning, knowledge and skills while contributing efficiently and responsibly to the organization.

Applying for the post of Accountant Assistant job

HIGHLIGHTS

- Tally ERP 9
- MS Office
- Accounts Receivables & Payables
- Problem solving
- Accurate and Organized

WORK EXPERIENCES (2 Years)

STAR PIPES & FITTINGS, INDIA

Designation: Assistant Accountant

October 2017 – september2019

- Maintaining books of accounts on a regular basis in Tally & Excel
- Handle Petty cash and other day-to-day transactions on a daily basis
- Preparation and verifying of payments for suppliers and monthly bills
- Prepare analyze and maintain accounting records
- Assists on monthly, quarterly, and annual closing books
- Generating and reviewing daily transactions
- Preparing daily management report
- Import and export documentation like invoice, and packing list
- Ability to handle work pressure and additional responsibilities

- Reviews expenses makes effective strategy to reduce the cost
- Inventory management
- Reconciliation of every ledger in the books of accounts

GRAND TREAT RESTAURANT, DUBAI

Designation: Accountant cum office administrator

6 Months experience

- Invoice booking
- Payroll preparing
- Attendance sheet updating
- Customers call attending
- Inventory controlling

UNICORN ELECTROMECHANICAL WORKS LLC, DUBAI

Designation: Senior Accountant

1 Year experience

- Accounts payable, Accounts Receivable Handling
- Handle Petty cash and other day-to-day transactions on a daily basis
- Petty cash booking
- Preparing daily task report
- Responsible for day to day accounts
- Managing general ledgers and posting accounting
- Invoice raising, Job invoice booking, preparing statement of accounts
- Mailing to suppliers, clients
- Payroll preparing, staff advance received updating
- Invoice booking
- Bank reconciliation
- Vendor reconciliation
- Cheque making / security cheque prepared
- Calling to clients, suppliers (follow up on clients)
- SOA Preparing
- Convincing to suppliers
- Payment plan preparing
- Checking monthly wise Pdc list
- Supplier's statement of account checking (General ledger sheet), checking outstanding payments.
- Profit and loss account checking

- Cheque depositing /cash transferring also keeping deposit slip and cheque copy filing, updating system wise also
- Petty cash , invoice, cheque, cash payments, receipt filing

ACHIEVEMENTS

- ✓ Took part in Management Meets conducted by Thiroor University center B-school across Kerala
- ✓ Coordinator of management meet (Business quiz, Invitation)
- ✓ Participated in one week M- Power programme

SKILLS AND STRENGTHS

- ❖ Quick learner and self-motivated
- ❖ To execute work with perfection and time management skills
- ❖ High degree of accuracy and great attention to detail

ACADEMIC QUALIFICATIONS

- MBA Finance & HR (Calicut university)
- BCOM Finance (Calicut university)
- PDCFA
- DCA

SOFTWARE SKILLS

- Tally ERP9 + GST
- Real soft ERP
- Peachtree
- Quick book
- VAT
- Ms office (Word, Excel, PowerPoint)

INTERESTS

- Interested to learn new software and applications
- Updating knowledge base related to my professions
- Reading ,watching news, playing games and cooking

PERSONAL INFORMATION

- Date of Birth 15-11-1993

- Marital Status – Married
- Languages Known- English, Malayalam, Hindi, Tamil
- Visa Status- Visit Visa
- Passport : T1832853
- Place of issue: Cochin
- Date of issue: 31-12-2018
- Date of Expiry: 30- 12- 2028

DECLARATION

I hereby declare that all the information furnished above is true & correct to the best of my knowledge.

AMISHA DEEPAK