



Ancy Aziz

Contact

Address
Old RAK, Near Fish Market, Ras Al Khaimah, U.A.E.

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Email
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Birth Date
August 22, 1990

Visa Type
Resident Visa

Nationality
Indian

Computer Proficiency

- Microsoft Office (Word, PowerPoint, Excel)
- Tally ERP 9
- Zoho Books
- Quick Books
- Familiar with Internet and Email application.

Professional Summary

Assistant Accountant with three years of experience in account reconciliations, Bookkeeping, VAT preparation and filing and Audit Assistance. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Hardworking with initiative, pleasant personality, well organizer, ability to handle multi tasks and good in time management.

Work Experience

06/2021 - Till Now

Al Bayan Tax LLC, Ras Al Khaimah

- Prepared and analyzed financial statements.
- Maintaining basic accounts, bookkeeping.
- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Ledger entries and journal entries.
- Invoice entries and cross checking.
- Preparing VAT returns and Filing.

05/2021 - 06/2021

Trust Point Accounting LLC (Client - Bin Majid Beach Hotel), Ras Al Khaimah

- Bank Reconciliation.
- Processing of Vendor invoices.
- Supplier Aging.
- Reviewing all the invoices, receipts, payment voucher, cheque, and other supporting documentation etc.

03/2018 - 10/2020

FMA Accounting and Auditing LLC, Ras Al Khaimah

- Ledger entries and journal entries.
- Invoice entries and cross checking.
- Preparing VAT returns and Filing.
- Bank Reconciliation.
- Maintaining basic accounts, bookkeeping.
- Assist Auditing.

Education

06/2011 - 03/2013

Kerala University, Kerala, India
Master of Commerce (Finance) from Fatima Mata National College

08/2008 - 03/2011

Kerala University, Kerala, India
Bachelor of Commerce (3Main Computer Application) from SNIT

Languages

Malayalam	— Native Speaker
English	— Intermediate
Hindi	— Intermediate

Additional Skills

- Accounts Payable and Receivable
- Bank Reconciliation
- Bookkeeping
- VAT preparation and filing
- General ledger accounting expertise
- Audit coordination

Declaration

The information mentioned above is true to the best of my knowledge and belief.

Ancy Aziz