

 **CURRICULUM VITAE**

 **MUMTHAS**

 DEIRA. E-mail: mumthas.21183@2freemail.com

 DUBAI

**Objective:**

 To obtain a challenging position where in my skills and ideas will be focused to the best interest of the organization enabling its dynamic growth and progress.

**Work Experience**

**Data Entry cum Office Assistant**

 Presently working as a Data Entry Operator cum Office Assistant in Arabian Automobile Association in Dubai.

**Office Clerk**

**Duties**

* Maintaining the students and teachers attendance for the purpose of providing accurate information for the district educational authorities
* Maintaining the inventory of office stationery for ensuring the availability of the items.
* Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

**Primary Teacher**

 Worked as a teacher in Kerala , Govt .Upper Primary School

Vengara ,Kerala, India .

**Accounts Assistant**

Worked as Accounts Assistant in a Textile trading company at Malappuram, Kerala, India

**Duties:**

* Receiving daily cash from the counter and Depositing in the bank on a daily basis
* Journalizing the purchase invoices and making payment to the suppliers.
* Bank reconciliation.
* Preparing Salary of the staff
* Assisting in the quarterly inventory verification in the showroom.
* Assisting the senior accountant for the quarterly and yearly closing of accounts and in the preparation of Balance sheet.

**Educational Qualification:**

* S. S. L. C. from Board of Public Examination Govt of Kerala.
* Pre-Degree Course from Calicut University, Kerala.(Commerce, Accountancy, Correspondence)
* B.A. Arabic from Calicut University, Kerala.
* B.Ed. From Calicut University, Kerala.
* Diploma in Computer Financial Accounting (DCFA)

**I T Qualification**

* Tally
* Microsoft Word
* Microsoft Excel
* Power point
* Internet and Email

**Personal Profile:**

Date of Birth : 31/05/1977

Status : Married

Sex : Female

Nationality : Indian

Visa status : Husband visa

Religion : Muslim

Language : English, Malayalam

I hereby declare that all the statement mentioned above are true and benefited to the best of my knowledge and belief .Thank you for your consider action