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| **Amitha**  [**Amitha.335678@2freemail.com**](mailto:Amitha.335678@2freemail.com)  **Personal Details:**  Date of Birth : 30.01.1990  Place of Birth : Methala  Gender : Female  Nationality : Indian  Marital Status : Married  **Visa Details :**  Visit – 90 Days  Date of Entry: 06/01/2017  Date of Expiry: 05/04/2017 | Career Summary  Seeking a challenging career with a reputed organization, having an operation that provides a meditative work environment as well as an opportunity for career advancement in order to increase, enhance, broaden and properly utilize my qualification and acquired experiences.  Life objective  As my profile carries a valuable around 2-4 years work experience in India. I would like to serve my full ability furthermore. To seek a challenging position in a dynamic organization that welcomes initiative and dedication and demands excellence in consistently meeting business objectives and exceeding standards.  Profile Summary   * 2 years experiences Accounts Trainee in Vaisagan & Associates, Accountants & Tax Practitioners, Kerala, India. * 2 years experience as Accounts Assistant in Intimate Matrimony, Kerala, India. * Highly proficient in Focus**, Tally ERP 9.0, Peachtree, MS Office** applications and Internet.   Strength   * Quick learn with an ability to grasp new idea and concepts Ability to work under pressure in fast work environment. * Ability to handle pressure and get along with people of Different nature. * Hard working, sincere and goal oriented self. * Have good communication & interpersonal skills.   Strength   * PDCFA - Tally ERP - 9.0, Peachtree, MS Office. * MBA (HR & Marketing) - Bharathiyar University, Coimbatore, India. * B.Com - Calicut University, Kerala, India. * Plus Two - Board of Higher Secondary Examination, Kerala, India. * SSLC – Board of Public Examination, Kerala, India. |

**Linguistic proficiency**

Read Write Speak

Malayalam ✓ ✓ ✓

English ✓ ✓ ✓

Hindi ✓ ✓ ✓

**Work Experience**

**1. Visaghan & Associates [Accountants & Tax Practitioner], Kerala, India.**

Post: Accounts Trainee

* Computerized Accounting.
* Auditing.
* Assignment related to Value Added Tax & Income Tax.
* Maintain all record, documentary related with commercial (filling properly)
* To fulfill the general office routine work.
* Typing work in MS-Word and spread sheets in Excel.

**2. Intimate Matrimony, Kerala India.**

Post: Assistant Accountant

* Order punching.
* Creation of LPO.
* Work related to purchase, sales, receipts, payments, journals.
* Preparation of ledgers related to sales return and purchases return.
* Preparation of debtors ageing report.
* Permit preparation for importing.

**Declaration**

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

Place : Sharjah

Date : 18/01/2017 Yours Genuinely