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| **Amitha****Amitha.335678@2freemail.com****Personal Details:**Date of Birth : 30.01.1990Place of Birth : MethalaGender : FemaleNationality : IndianMarital Status : Married**Visa Details :**Visit – 90 DaysDate of Entry: 06/01/2017Date of Expiry: 05/04/2017 | Career SummarySeeking 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.

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**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