

**MOHANA**

**Dubai UAE**

**Email:** **mohana.85518@2freemail.com**

**OBJECTIVE**

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

**PROFILE**

* Work experience as Accountant , Cashier
* Resigned Alan technology LLC 28th February 2018
* Good knowledge of accounting packages like Tally, Navision & Odoo
* Wide exposure of working in various industries like computer hardware trading and FMCG retail sector
* Seasoned professional, with ability of work well in team as well as handle multiple functions and activates in high pressure environments.
* Multilingual with proficiency in English, Hindi and Malayalam
* Hard working and dedicated, Sincere and result oriented
* Good communication and analytical skills

**POSITION OF INTEREST**

* Accountant & Cashier

**EDUCATIONAL ATTAINMENT**

* M.Com Kerala University (1996-98) Course Completed.
* B.Com Kerala University (1992-95)

**TECHNICAL QUALIFICATION**

* Computers: Tally, Odoo, Data Entry , Internet , Navision

**WORK EXPERIENCE**

* Worked as an Accountant in Alan technology LLC Bur Dubai from 23rd Oct 2013 to 28th February 2018

**Dealing with:** Sales Invoicing, and Purchase Invoice, to assist Finance Manager making monthly financial reports, Account Receivables & Payables Processing,pass Journal entries, Payroll , Petty Cash and Bank Reconciliation.

* Worked as a Payable Accountant in Al Manama Group Head Office Ajman UAE from Feb 2010 to March 2013
* To monitor process invoices and data verification along with payables.
* Verification and processing of payments including cheque preparation of key suppliers for 16 branches of Manama hypermarket.
* Worked as a Accountant in Gujarat Shipping Company, India from Nov 2007 to June 2008
* Worked as a Accountant cum Cashier and Logistics Follow up in Computer World Trivandrum, India from June 1999 to Oct 2007

**Job Responsibilities**

* Maintaining the cash register of the showroom & tallying the cash book on a daily basis.
* Maintaining the Bank accounts and transactions (Cheque clearing Banks, Chq Deposits, Bank Reconciliation) of 2 Branches of the groups.
* Maintaining the Stock and tallying the stock on weekly & Monthly basis
* To receive the documents of incoming stocks , despatching the defective accessories for service and follow up.

**PERSONAL DETAILS**

Date of Birth : 20/05/1975

Nationality : Indian

Gender : Male

Marital Status : Married

Languages Known : English, Hindi & Malayalam

**PASSPORT DETAILS**

Date of Expiry : 18/04/2022

Visa Status : Cancelled, Exiting 29/12/2018