



AMALA K S

ACCOUNTANT, RECEPTIONIST

Dedicated cashier with a keen eye for detail and a commitment to providing exceptional customer service. Experienced in handling transactions accurately and efficiently, with a strong focus on maintaining a welcoming atmosphere for customers. Skilled in operating point-of-sale systems, handling cash and processing credit card transactions. Known for my friendly demeanor, reliability and ability to work effectively both independently and as part of a team. Seeking to leverage my skills and passion for customer satisfaction in a challenging and rewarding cashier position.

PERSONAL DETAILS

Mobile : + 971 508645421
Email ID : amalasarith2000@gmail.com

Address : Al Nahda Sharja
Nationality : Indian
D.O.B : 08/01/2000
Gender : Female
Marital Status : Married
Visa Status : Visiting Visa

ACADEMIC CREDENTIALS

B.COM 2020-2023
IGNOU University

Diploma in secretarial practice 2018- 2020
State Board of Technical Education

Higher Secondary Education 2016-2018
Kerala State Board

SSLC 2015-2016
Kerala State Board

COMPUTER SKILLS

- Tally Prime, GCC VAT
- Tally ERP 9
- Peachtree
- MS Office (Word, Excel & Power Point)
- Data Entry
- Zoho Book
- Quick Book

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

KEY SKILLS

- Financial Accounting
- Analytical Skills
- Numerical Proficiency
- Attention to Detail
- Technical Proficiency
- Data Entry
- Ethical Standards
- Time Management
- Leadership
- Teamwork
- Problem-Solving Skills
- Understanding of Taxation
- Inventory Management
- Excellent communication
- Continuous Learning

EXPERIENCES

❖ TELE-SALES | 20.5.2024 to 16.8.2024

FOURTH VENTURE COMMERCIAL BROKERS - DUBAI

❖ OFFICE STAFF | 10.11.2023 to 23.03.2024 - JHANVI TECHNOLOGIES (KERALA)

● KEY RESPONSIBILITIES

- Managed front desk operations, including greeting visitors, answering phones, and directing inquiries to appropriate personnel.
- Handled incoming and outgoing correspondence, including emails, letters, and packages, ensuring prompt and accurate distribution.
- Maintained office supplies inventory and placed orders as needed to ensure smooth workflow and availability of necessary resources.
- Assisted in scheduling appointments, meetings, and conference calls, coordinating calendars and sending out reminders.
- Contributed to the organization and maintenance of company files, both physical and digital, ensuring easy access and confidentiality.
- Supported administrative tasks such as photocopying, scanning, and filing documents to facilitate efficient record-keeping.
- Collaborated with team members to plan and execute office events, celebrations, and activities, fostering a positive work culture.
- Provided administrative support to department heads and managers, assisting with presentations, reports, and other tasks as required.

● PERSONAL STRENGTH

- Accountants must be meticulous in their work to ensure accuracy in financial records and reports. Their attention to detail allows them to catch errors and discrepancies.
- They possess strong analytical abilities, enabling them to interpret complex financial data, identify trends, and make informed decisions.
- Accountants often deal with large volumes of data and numerous financial documents. Their organizational skills help them manage these efficiently, ensuring nothing is overlooked.

CERTIFICATION

- ❖ Professional Diploma in Computerized Financial Accounting (PDCFCA)
 - Kerala State Ruttonix
- ❖ Certificate in Word processing and Data Entry (CWPDE)
 - Kerala State Ruttonix

PASSPORT DETAILS

Passport No : B9357240
Place of Issue : Trivandrum
Date of Issue : 26/12/2023
Date of Expiry : 25/12/2033

HOBBIES



Music



Travelling

- They are adept at solving financial problems, whether it involves reconciling accounts, addressing discrepancies, or devising strategies to optimize financial performance.
- Integrity is crucial in the field of accounting. Accountants must adhere to ethical standards and principles, ensuring honesty, transparency, and confidentiality in their work.
- Effective communication is essential for accountants to convey financial information clearly to stakeholders, whether through reports, presentations, or interpersonal interactions.
- Accountants often face tight deadlines, especially during tax season or financial audits. Their ability to prioritize tasks and manage their time effectively is vital for meeting deadlines without sacrificing accuracy.
- The financial landscape is constantly evolving due to changes in regulations, technology, and market conditions. Accountants must be adaptable, ready to learn new skills and stay updated on industry trends.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned information.

AMALA K S