



# AMALA K S

## SALES

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