



AMEENA BEEGAM

ACCOUNTANT

EXPERIENCE

Accountant
Accounts Point

Oct 2022- Oct 2023

Anchal ,Kerala,India

- Verification of Transactions with supporting bills and invoices.
- Maintaining books of account in Tally Prime.
- Assist with external audits by providing financial documentation, explanations, and supporting schedules.
- Calculate the adjusted balances for the accounts being reconciled, such as bank balances, vendor balances, or customer balances.
- Created and maintained accurate financial journals.
- Recording a wide range of transactions including Sales, Purchases, Expenses, and Cash receipts.
- Utilized accounting software and tools to efficiently record and organize journal entries, improving accuracy and reducing manual errors.
- Performed audits on various agreements contracted with city governments and other organizations.

EDUCATION

- **M.Com Graduate - Finance** **2020-2022**
Marthoma College of Science and Technology
Ayur ,Kerala, India
- **B.Com - Corporation** **2017-2020**
Mannam NSS College
Anchal ,Kerala, India

PROJECT

- Role of Social Media Marketing on Consumer Behaviour with Reference to Kollam District.

PERSONAL DETAILS

Date of Birth : 13/01/2000
Gender : Female
Nationality : Indian
Marital Status : Single

CONTACT

- +91 89434 63155
- ameenayousaf48639@gmail.com
- Kollam, Kerala, India 691306

PROFILE SUMMARY

As an Accountant with 1 year of experience, I have developed strong skills in financial analysis, auditing, and compliance. My education has equipped me with the knowledge to manage complex financial systems. Through my work history, I have gained extensive experience working with teams and clients to deliver results.

CERTIFICATES

- Diploma in Computer Financial Accounting
- Tally Essential Level 2
- Microsoft Office Specialist
- GST Training Program

SKILLS

- Administrative Support
- Ms Office Suite
- Record Maintenance
- File and Database Management
- Month End Reports
- Invoicing and Collections
- Expense Reports
- Data Processing
- Cost Accounting
- Account Reconciliation
- Problem Solving

LANGUAGE SKILLS

- English
- Malayalam
- Hindi

DECLARATION

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

AMEENA BEEGAM