



ALAN ANDREWS

An enthusiastic commerce graduate, who is a self-starter and capable to use analytical skills for the betterment of the organization. Proactive and organized with a passionate commitment in the field of accounting and finance. I am motivated to deliver my best by putting my complete effort into any challenge that opportunity demands. I am looking forward to work in a competitive environment that enhance overall learning.

Personal Info

- Nationality : Indian
- Date of birth : 08/04/1998

contact

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current location: sharjah UAE

Experience

Cashier/Accountant- SUN MARKETING PVt ltd (kerala)

June 2019 – June 2020

- Preparing daily revenue report
- Issue receipts and payment payroll sheets
- Proper follow up of account receivable and accounts payable
- Preparing bank reconciliation
- Employees payroll, handling cash book, P&L account, balance sheet
- Process return transactions

Certificates

- Advanced diploma on entrepreneurship and small business
- Certificate for appreciation for the program "ADVENTURE IN ATTITUDE"

Education

- **Master of commerce - M.com**
Mahatma Gandhi University - Kerala , India
- **Bachelor of commerce - B.com**
Bharathiar University - Coimbatore , India

Knowledge/ Skill

- Financial Management
- Capital Budgeting
- Accounting principles
- Strong communication skill
- Knowledge in MS Word,PPT,Excel
- Internal controls
- Reliable and professional
- Receptive