

ALLIJA BR**ACCOUNTANT/ CUSTOMER SERVICE**

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Dubai, UAE



An experienced professional with 1+ years of experience as Accountant in the industries like auditing, Accounts Payable, account receivable. and Dedicated and results-oriented customer service professional with 01+years of experience in industry, like Proven ability to handle customer inquiries, resolve issues, and Conduction meetings

PROFILE SUMMERY

- Pursued Accountant job at Co operative Bank
- Well versed in **Quickbooks** desktop and **Quickbooks online** software.
- Extensive experience in using **Tally** software's.
- Expert in using **MS Office Excel, Peachtree & other MS softwares.**
- Professionally certified in accountancy with use of QB and other software's.

EDUCATION

- **DCFA – Certification in Professional accounting** (Institute of commerce)
- **HDC and BM (The Higher Diploma in cooperation and business Management)** (State Cooperative Union)
- **BBA Finance** (Calicut University)
- **Higher Secondary – Commerce** (Board of Higher secondary examination, Keralam)
- **SSLC** (Board of Public examination, Keralam)

EXPERIENCE**ACCOUNTANT - CO Operative Bank, Calicut -India**

- Checked out customers and maintained a friendly, professional demeanour at all-time.
- Maintaining monthly & daily reports.
- Preparation of cash book, Day Book General Ledger, Receipts and Disbursement
- Maintaining Cash Register
- Accepting Payment and Lending Money

CUSTOMER SERVICE - CO Operative Society, Calicut -India

- Resolve customer issues efficiently, ensuring a positive outcome and high customer satisfaction scores.
- Assist in onboarding new customers by providing product information, answering questions, and guiding them through the setup process.
- Participated in team meetings to share feedback, discuss customer pain points, and suggest improvements to service processes.

PERSONAL SNIPPETS

- **Indian**
- **28/07/1999**
- **Passport No: Y2750150**

IT SKILLS

- **Tally.**
- **Quickbooks Online**
- **Quickbooks desktop**
- **Peachtree**
- **Excel**
- **MS Office**

SKILLS

- Tally & QB expert**
- Audit assistant**
- Tax preparation**
- Daily/ Monthly reports**
- Tax returns**
- Sales expert**
- **Problem Solving skills.**
- **Communication Skills**

LANGUAGE

English



Hindi



Malayalam



Tamil

