



# AMAL GIRISH

## My Contact

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- 📍 Old bata building, Rolla, Sharjah

## Skills

- DBAT
- Accounting
- Tally
- Excel
- Inventory
- Taxation

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

S.S.L.C from GGVHSS  
Feroke-2016

H.S.C from Venerini HSS  
Feroke-2018

B.COM (FINANCE)  
Calicut University-2018-2021

DBAT (Diploma in Business  
• Accounting and Taxation) - 2022

## Languages

- English
- Malayalam
- Hindi
- Tamil

## Visa Status

- UAE Visit Visa - Valid till May 15, 2023

## About Me

To work for a progressive organization in highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

## Professional Experience

### PREETHI SILKS PVT LT - ASSISTANT ACCOUNTANT (2021-2022)

#### Key responsibilities :

- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
- Organize financial data into useable information and maintain updated records.
- Track the progress of financial and accounting objectives
- Maintaining accounts receivable, document bills and supporting documentation.
- Updating financial records via accounting software
- Analyzing financial statements and prepare balance sheets.
- Monitor and safeguard companies Finance, Accounting and Analyzing activities.
- Maintaining sales and purchase register in tally.
- Preparing the Purchase cheque.
- Updating daily bank transactions in tally.
- Handling petty cash.
- Routine bank vouchers entries and day today petty cash entries.
- General correspondence and follow up with suppliers.

### ZIRTON GLOBAL PVT LTD - SALES EXECUTIVE (2020-2021)

#### Key responsibilities :

- Meeting with clients virtually or during sales visits
- Demonstrating and presenting products
- Establishing new business
- Maintaining accurate records
- Attending trade exhibitions, conferences and meetings
- Reviewing sales performance
- Negotiating contracts and packages
- Working towards monthly or annual targets.
- Identifying any strengths, weaknesses, opportunities, and threats in the market.