

# Amal Girish



## CONTACT ME

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amalgirish954@gmail.com

Sharjah, UAE

## EDUCATION

Bachelor of Commerce (Finance)  
Calicut University  
2018-2021

Venerini HSS, Feroke - HSC  
2018

GGVHSS Feroke - SSLC  
2016

## HARD SKILLS

DBAT - Diploma in Business  
Accounts and Taxation  
Tally  
MS Office  
Inventory  
Taxation

## SOFT SKILLS

Observation  
Time management  
Communication  
Decision making  
Multy-tasking

## LANGUAGE PROFICIENY

English  
Malyalam  
Hindi  
Tamil

## PERSONAL DETAILS

Nationality : Indian  
Passport No : U3698287  
Visa Satus : Visit Visa till - 20th July

## 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.

## WORK EXPERIENCE

Assistant Accountant 2021 - 2022  
Preethi Silks I Calicut

Preethi silks provides glamorous fashions for all seasons, for all occasions and for all the members in the family. Since we started our motto has been to provide exquisite, exclusive and elegant fashions, fashions that are often handcrafted using techniques that are often a legacy of the rich heritage of India's textile history.

### 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.

Storekeeper 2020 - 2021  
Zirton Global PVT LTD I Calicut

Zirton Global Trading Company Private Limited is a private limited company based in Calicut. It is classified as non-government company and is registrar of companies, Ernakulam.

### Key Responsibilities :

- Receive and forward all types of goods and deliveries in and out to the correct point of storage area.
- Follow all standards for issuing and receiving stock within the store's area of operation.
- Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
- Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.
- Responsible for the day to day check on the storage facilities of upkeep and hygiene.
- Refuse acceptance of damaged, unacceptable, or incorrect items.
- Ensure the quantity requested and the quantity issued always matches.
- Work closely with Purchasing to order and receive items and equipment.
- Verify and track received inventory and complete inventory reports and logs.

## DECLARATION

I hereby declare that the above furnished particulars are true to best of my knowledge and belief.

Date :

Amal Girish

Place :