



AMAL PADMAKUMAR

JUNIOR ACCOUNTANT

EDUCATION

❖ Master of commerce-2019

1st Class, University of Kerala, India

Project: Brand loyalty of Consumers

❖ Bachelor of Commerce-2016

1st Class, University of Kerala, India

Project: Consumer satisfaction of cosmetic products

❖ Higher Secondary Education-2013

Commerce Stream with Computer Application

Grade: Distinction

WORK EXPERIENCE

Saffron Spices and seeds (2019-2022)

Junior Accountant

- ❖ Quickly learning new skills and applied them to daily task, improving efficiency and productivity
- ❖ Identified issues, analysed information, and provide solution to problems
- ❖ Actively listening to customers, handled concerns quickly, and escalated major issues to the senior
- ❖ Used coordination and planning skills to achieve results according to schedule
- ❖ Worked flexible hours; night, weekend and holiday shifts
- ❖ Proved successful working within tight deadlines and fast paced atmosphere

ROLES AND RESPONSIBILITIES

- ❖ Post and process journal entries to ensure all business transactions are recorded
- ❖ Update accounts receivable and issue invoices
- ❖ Update accounts payable and perform reconciliations
- ❖ Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- ❖ Assist with reviewing of expenses, payroll records etc. as assigned
- ❖ Update financial data in databases to ensure that information will be accurate and immediately available when needed
- ❖ Prepare and submit weekly/monthly reports
- ❖ Assist senior accountants in the preparation of monthly/yearly closings
- ❖ Assist with other accounting projects

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

Amal Padmakumar



CONTACTS

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Street, Shakhboub City, Abu Dhabi

PROFILE

An enthusiastic hardworking under all condition of pressure. A curious learner of commerce having good academic skill and excellent knowledge in accounting. A highly motivated and hard working individual looking for a responsible role in reputable organization where I can contribute my ideas and be monitored towards a successful career

PERSONAL DETAILS

- D.O.B - 05/01/1996
- Nationality - Indian
- Passport No-W0084517

LANGUAGES KNOWN

- English
- Malayalam
- Tamil
- Hindi

SKILLS

- Tally(ERP)
- Microsoft Excel
- Microsoft Word
- Microsoft Power Point

HOBBIES

- Reading
- International movies
- Music
- Sports

QUALITIES

- Communication skill
- Loyalty
- Self reliance
- Eagerness to learn
- Flexibility