

 0558485758

 amalachacko2106@gmail.com

 Karama, Dubai, UAE

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SKILLS

- Tally ERP9
- V Lookup
- H Lookup
- Pivot Table
- Ms Office
- Time Management
- Attention to detail
- Cash handling
- Processing transactions
- Book keeping
- Data entry

LANGUAGES

- English
- Malayalam
- Tamil

Personal Details

Date of Birth : 21-06-1998

Nationality : Indian

Marital Status : Single

Passport No : Y8420908

Visa Status : Visit

AMALA CHACKO

ACCOUNTANT CUM ADMIN

PROFESSIONAL EXPERIENCE

To secure a responsible career opportunity in fully utilize my training and skills, while making a significant contribution to the success of the organization. Detail-driven and organized Accounting professional with 3 year of experience supporting finance and accounting operations.

WORK EXPERIENCE

Karimpan SCB Ltd No K414, Kerala

Accountant cum Cashier

Sept 2020- 2023

- Organized client data using computer data entry system for bank reconciliation.
- Assisted customers in writing checks and opening new accounts.
- Balanced cash register and identified customers suitable for cross-selling opportunities.
- Maintained departmental filing system and created presentations for customer meetings.
- Coordinated and expedited departmental priorities, reporting to the Bank Manager.
- Developed business accounts with banks, realtors, insurance agents, and solicitors.
- Served as first point of contact with clients to resolve problems.
- Managed office correspondence, incoming calls, stationery order, and customer requests.
- Performed data entry services regarding client's accounts and transactions.
- Processed banking account transactions including withdrawals, deposits, transfers, loan repayment and foreign payments.
- Built strong relationships with customers and promoted top services.

EDUCATION

◆ Mount Carmel College, Karukadom, Kerala

M com Finance

2018- 2020

◆ Mar Sleeva College, Murickassery, Kerala

B com Co Operation

2015- 2018

CERTIFICATES

TallyACE Certificate