



# AMINA SULTHANA

## ACCOUNTANT

### CONTACTS

 Ras Al Khaimah, UAE

 +971554841925

 aminosulthana7@gmail.com

### JOB OBJECTIVE

Secure a responsible position in accountant, sharing my 4 years of experience and advanced accounting abilities to effect employer growth and success.

### EMPLOYMENT HISTORY

**Accountant, 2019–present** **4 years**  
**Al Darwish Tyres Distribution LLC**  
**Ras Al Khaimah, UAE**

- Prepares monthly payroll for company employees.
- Established financial status by developing and implementing systems for collecting, analyzing, verifying and reporting financial information.
- Enforced and established proper accounting methods, policies and principles.
- Collaborated with other departments to achieve accurate and prompt financial reporting.
- Follow established procedures for processing receipts, cash, allocation of payments, PDC's process and monitoring, etc.
- Prepares payments by verifying documentation, and requesting disbursements.
- VAT filing.
- Bank Reconciliation.
- Verified and recorded transactions of POS Credit Card for 20 branches.
- Assisting with stock-taking activities.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Record transactions and events relating to inventory, sales and purchases.
- Preparation of purchase orders.
- Managing the receipts and deposits of cash and bank transactions.
- Handled day-to-day accounting processes to drive financial accuracy.

## LANGUAGE

English	■ ■ ■ ■ ■
Malayalam	■ ■ ■ ■ ■
Hindi	■ ■ ■ ■ ■
Tamil	■ ■ ■ ■ ■

## IT SKILLS

Tally	■ ■ ■ ■ ■
Excel	■ ■ ■ ■ ■
Word	■ ■ ■ ■ ■

## PERSONAL DETAILS

DOB	-	07/08/1998
Nationality	-	Indian
Visa Status	-	Own Visa
Has a valid UAE Driving License		

## EDUCATION

➤ Master's Degree in MBA	Pursuing
Jaipur University, RAK, UAE	
➤ Bachelor's Degree in BCom	2019
Singhania University, RAK, UAE	
➤ Higher Secondary in Commerce	2016
Indian School, RAK, UAE	

## SKILL

➤ Payroll
➤ Accounts Receivable and Payable
➤ MS Office Suite
➤ Tally
➤ Billing
➤ Financial Management
➤ Administrative Support
➤ VAT Filing
➤ Book Keeping
➤ Inventory
➤ Bank Reconciliation
➤ Budgeting
➤ Detail-Oriented
➤ Critical Thinking
➤ Multitasking
➤ Software Proficiency
➤ Data Entry
➤ Time Management
➤ Planning and Organizing