

AMRUTHA THERAYIL

PROFESSIONAL SUMMARY

Seeking an entry level position to begin my career in a high level professional environment. To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

WORK EXPERIENCE

❖ JUNIOR ACCOUNTANT

05 May 2018 - 30 Oct 2019

LED World

Responsibilities:

- Cash Management
- Daily Management and Control of the Debtors ledger
- Inventory Management
- Recording day to day transactions
- Provide necessary support to senior Accountant.

EDUCATION

❖ **MBA** | Dual Specilization on HR & Marketing | People Institute of Management Studies Munnad | Kannur University | **2022**

❖ **Bcom Co-operation** | Nest Institute of Humanities and Basic Sciences | Kannur University | **2017**

❖ **Higher Secondary** | Commerce | MVM GHSS MATHIL | **2014**

PROJECTS

- ✓ **Employees Job Satisfaction Towards Welfare Measures at RAIDCO Curry Powder Factory Mavilayi Kannur Kerala.**

The Detailed Study About the Employees Job Satisfaction and to Study What are all the Safety and Health Measures Providing for Employees of the Organization.

ACHIEVEMENTS & AWARDS

- Professional Diploma in Computerized Financial Accounting.
- Human Resource Analytics.
- Advanced Excel and Data Analytics.
- Retail Trainee Associate.

SKILLS

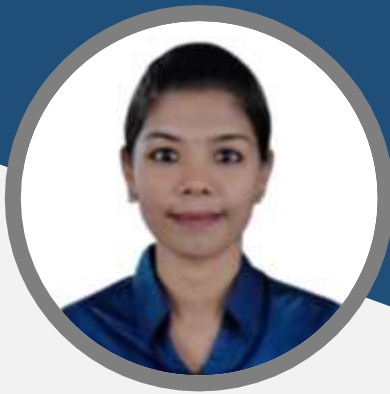
- Communication & good interpersonal
- Hard working and flexible.
- Self-confident.
- Efficient and energetic.

PRO SKILLS

- MS Office (Word & Excel)
- Quick Books
- Tally ERP 9 & Tally Prime
- VAT

DECLARATION

I hereby declare that all the details mentioned above is true to the best of my knowledge and Belief.



CONTACT

📍 AL-KARAMA, DUBAI
(United Arab Emirates)

☎ +971 50 370 0964

✉ amruthat634@gmail.com

🌐 <https://www.linkedin.com/in/amrutha-t-730289202>

ABOUT ME

- Sincere, honest and dedication
- Disciplined and sociable
- Hardworking, self-motivated and oriental
- Performing day-to-day duties assigned to me

PERSONAL DETAILS

Date of Birth : 30th Dec 1995

Gender : Female

Nationality : Indian

Marital Status : Married

Passport No : U3041432

Date of Expiry : 02 Aug 2030

Visa Status : Family Visa

Languages : English, Hindi & Malayalam