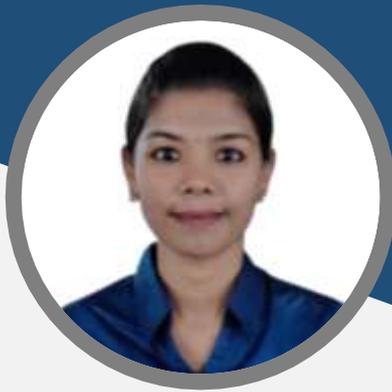


# AMRUTHA THERAYIL



## 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 Specialization 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)

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✉ [amruthat634@gmail.com](mailto: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 : 30<sup>th</sup> 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