



Babita Rani

**Assistant Accountant, Finance & Admin. Cashier.
Teacher (Accounts and Business Studies).**

To join in an organization which offers an opportunity to develop my skills and give my best efforts to the establishment where I can apply the knowledge and practical experience that i have gained in the various reputed hospitality organization looking for environments where knowledge can be richer.

CONTACT



+971-544069416

+91-9041115716

dadra.veenu22@gmail.com



**Address:
Dubai,Burjuman**

SKILLS

- Great organizational skills.
- Good communication skills.
- Highly responsible & reliable.
- Ability to do work cohesively as part of a team.
- Hard work & Flexibility.
- Banks Reconciliation
- Accounting Administration
- Maintaining Purchase and Sales Ledgers
- Cashbook Maintenance
- Payment Processing
- Invoice Processing
- Processing Expense Requests

PERSONAL INFORMATION

• Father's Name: Deep Lal

EXPERIENCE

Admin and Account Assistant (Oct'23 to present) **Black DWC LLC - Dubai**

- Data Entry on daily bases.
- Update Invoices and payment details on master file sheet.
- Reconciled monthly bank statements and resolved discrepancies.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
- Maintained accuracy when reviewing and reconciling general ledger.
- Enter sales order details on OODO Accounting software.

Accounts Executive (Aug'21 to Sep'23) **Kosmos Hyundai - Jalandhar, India**

- Responsible for proper billing and closure of reports
- Data entry of daily workshop service bill in **Tally software**
- Generate invoice and e-invoicing on **Hyundai software GDMS**.
- Reconcile the bank statements monthly
- Follow up with the pending payments from customers.
- Collected and maintained accurate data needed for effective forecasting.
- Exhibited first class customer follow-up support for enhanced service.
- Kept robust records of transactions, insurance, and payments.
- Prepare Employees salary statement in Tally software.

Accounts Assistant (Oct'17 to Sep'19) **Kosmos Hyundai - Jalandhar, Punjab India**

- Prepared month-end closing entries to maintain detailed reporting and recordkeeping.
- Data entry of daily Invoice, purchase, and sale bill on **Tally software**
- Generate invoice and e-invoicing on Hyundai software **GDMS**.
- Chased missing transactions to help facilitate timely payments.
- Checked imported bank statements into accounts system on daily basis to keep records up to date.
- Worked with credit control to chase payment of outstanding sales invoices.
- Assisted with receiving, processing, and verifying all invoices related to accounts payables.
- Raised and distributed credits due to customers, strictly following established authorization procedures.

- Nationality: Indian
- Marital Status: Single

CUSTOM SECTION

Visa Status: Employment
work visa (11 Nov’23 to 11
Nov’2025)

REFERENCES

HR Manager, Kosmo
Hyundai, 0181-5044500

DISCLAIMER

I hereby declare that the
above written particulars
are true to the best of my
knowledge and belief.

- Updated balance sheets with accurate asset and liability information.
- Rectified accounting errors to eliminate transaction discrepancies.
- Kept general ledger documents updated for accurate transaction records.
- Worked with statistical, financial and auditing information to make accurate decisions about accounting needs.
- Prepared and filed tax returns within assigned deadlines.
- Examined financial records and statements for signs of fraud.
- Presented financial statements and analysis for improved forecasting.
- Collated invoices, transaction records and accounting certificates.
- Maintained petty cash for ad-hoc business expenses.

Cashier (Feb’18 to Aug’19)

Dadra Finance Co. - Jalandhar, India, Punjab India

- 02/2018 - 08/2019
- Collect daily cash and follow up on pending payments
 - Responsible for daily record and report.
 - Maintained neat and clean shop floor and storage areas.
 - Worked overtime shifts to maintain optimal workflow during busy periods or times of unexpected high volume.
 - Maintained high productivity by efficiently processing cash, credit and debit payments.

Commerce Teacher (Accounts and Business Studies)

CBSE school - Jalandhar, Punjab (Jan’13 to Jan’2016)

- 01/2013 - 01/2016
- Collected examination papers to evaluate scores and provide grade results to students.
 - Scheduled field trips and outdoor activities to enhance learning experience.
 - Provided examinations and standardized tests per quarter and semester to assess student progress.
 - Formulated and submitted reports to relay progress and performance of students to management.
 - Contributed to academic or administrative committees to participate in implementing institutional policies, departmental matters and academic issues.
 - Collaborated with lecturers to brainstorm ideas in enhancing teaching methods.

EDUCATION

01/2013
Master of Commerce (Finance).
GNDU UNIVERSITY - PUNJAB

01/2011
Bachelor of Education (Commerce)
GNDU UNIVERSITY - PUNJAB

01/2010
Bachelor of Commerce
SANT BABA BHAG SINGH, UNIVERSITY - PUNJAB

01/2007