

 +971567440728

 Sreedevims756@gmail.com

 Umm Al Quwain

SKILLS

- Bookkeeping
- Data Entry
- Data Analysis
- Business Assessments
- Ability to build interpersonal relationships
- Sincere and hard work
- Punctuality
- Positive mindset
- High degree of self-motivation
- Teamwork spirit
- Rapid learning capability

LANGUAGES

- English
- Hindi(Basic)
- Tamil
- Malayalam

OTHER PERSONAL DETAILS

- Father's Name : Sudhan
- Visa status : SPOUSE
- Nationality : Indian
- Date of Birth : 18/02/1994
- Marital Status : Married
- Religion : Hindu

SREEDEVI M S

PROFESSIONAL SUMMARY

To be the part of a reputed organization that provides steady career growth along with job satisfaction ,challenges and give a valuable contribution to the success of the organization. Assistant accountant with 3 years of experience.

WORK EXPERIENCE

OBERON FOOD CIRCLE | ASSISTANT ACCOUNTANT CUM CASHIER

March 2020 to January2022

- Well worked with maintaining the cash book of the organization
- Verifying the GSTR2b statement monthly
- Entering Journal Entry
- Expertise in handling sales tax statement
- Expertise in billing area
- Verifying the bank statement on weekly basis
- Handling and maintaining the cash book of the organization
- Experienced in customer handling and follow up

ARCADIA HOTEL | OFFICE ASSISTANT

January 2019 to July 2019

SREEPRAKASH ASSOCIATES | ASSISTANT ACCOUNTANT

May 2015 to May 2018

EDUCATION

- ♦ Diploma in computerized Financial Management(tally)
- ♦ Graduation (b com)
- ♦ Higher Secondary
- ♦ SSLC