



DIVYA K

Assistant Accountant

Dedicated and focused with 1+ Year experience and able to prioritize and complete multiple tasks and Follow through to achieve goals. An independent and self-motivated professional with excellent, research, analytic skills. Strong work ethic, highly dependable, and adaptable.



Divyanayomi599@gmail.com



+971 50 415 5754



Al Karama, Dubai, United Arab Emirates



17 May, 1999



linkedin.com/in/Divya K

SKILLS

Team Work

Work Ethic

Multi-Tasking

Adaptability

Hardworking

Punctual

LANGUAGES

Malayalam

Native or Bilingual Proficiency

Hindi

Limited Working Proficiency

English

Limited Working Proficiency

INTERESTS

Music

Travelling

Crafts

Sports

WORK EXPERIENCE

ACCOUNTS ASSISTANT

K.K.ASSOCIATES ACCOUNTANTS & TAX CONSULTANTS

01/2022 - 01/2023

Kannur, Kerala, India

Achievements/Tasks

- Maintained integrity of general ledger, including the chart of accounts.
- Preparing and Maintaining accounts statements as per Company requirements.
- Review of Accounts Receivable and Payables Management.
- Maintain office filing and storage.
- Maintain accuracy and organized financial records and documents

ACCOUNTS ASSISTANT

ACCURE TAX SOLUTION

04/2021 - 12/2021

Kannur, Kerala, India,

Achievements/ Tasks

- Generated financial statements and facilitated account closing procedures each month.
- Accurately record all financial transactions, including purchases, sales, receipts, and payments, in the company's accounting system.

EDUCATION

DIPLOMA IN ADVANCED EXCEL

G-Tech Computer Education

01/2023 - 05/2023

Kannur, Kerala, India

DIPLOMA IN FINANCE MANAGEMENT

G-Tech Computer Education

09/2019 - 03/2021

Kannur, Kerala, India

Courses

- DFM-SAP FICO WITH TALLY

BACHELOR OF COMMERCE

Naher Arts & Science College, Kannur Kerala

08/2016 - 03/2019

Kannur, Kerala, India

Courses

- B-Com with Computer Application

CERTIFICATES

MICROSOFT OFFICE SPECIALIST (MOS)

TALLY ESSENTIAL COMPREHENSIVE

SOFTWARE SKILL

TALLY ERP

SAP FICO

MS OFFICE