



FEBIYA GETRUD PF

**ASSISTANT ACCOUNTANT/
OFFICE ADMINISTRATOR**

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Dubai, UAE

CAREER OBJECTIVE

To utilize my knowledge and experience in the field of Accounting, office administration field to bring out the best services for the better growth of the organization. Good communication skills and leadership quality taking initiatives and accepting responsibilities.

EXPERIENCE

- **5years experience in Assistant Accountant cum Office Administrator (Truthson Associates-Authorised Franchise of ST Courier)**

Key Responsibilities:

Assistant Accountant

- Invoices processing and filling.
- Track accounts receivables.
- Employees pay-outs like salary, incentives, bonus, overtime.
- Help the auditors to get accurate data.
- Handling day-to-day accounting activities.
- Day-to-day bill filling.
- Maintain updated financial records.
- Recording and filling cash transactions.
- Analyse current and past financial data.
- Check the data input in the accounting system to ensure accuracy of final bill.

Office Administrator

- Making quotation.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Issue invoices and bills and sent them to customers through various channels.
- Issue customer account statements periodically or whenever necessary.
- Send reminders for payments and contact customers when assigned.
- Track stocks of office supplies and place orders when necessary.
- Create and update records and data bases with financial data.

EDUCATION

- Bachelor of Commerce in Co-opertion-Completed in 2018
- Higher Secondary Completed in 2015
- High School Completed in 2013

CERTIFICATION

- Tally ERP 9
- Professional Diploma in Computerized Financial Accounting (PDCFA)
(Word, EXCEL, TALLY, QUICK BOOK, POWER POINT)

SKILLS

- MS Office.
- Data Entering.
- Multi-Tasking.
- Data mining and analysis.
- Software Handled: Tally, Oracle, Couriersoft
- Theoretical knowledge of VAT and VAT filling.

PERSONAL INFORMATION

- Visa Status : Visit Visa
- Nationality : Indian
- Date of Birth : 7/3/1997