



JAMUNA ACHHAM

ACCOUNTANT

EMPLOYMENT VISA

MY CONTACT

✉ jamunasingh2016@gmail.com
☎ +971-522021543
☎ +971-524408183
📍 Dubai, UAE
🌐 www.linkedin.com/in/jamuna-achhami-25a837111

PASSPORT INFO.

PA0588252

Date of Issue: 22 Jul 2022

Date of Expiry: 21 Jul 2032

VISA DETAILS

Employment Visa (2 Years)

Date of Issue : 26 Jan 2023

Date of Expiry: 25 Jan 2025

EDUCATION

2016 (New Delhi, India)

- Master of Commerce IGNOU

2014 (New Delhi, India)

- Bachelor of Commerce School of Open Learning, Delhi University

2011 (New Delhi, India)

- XII - Commerce
- Sarvodaya Kanya Vidyalaya Senior Secondary School

REFERENCE

Mr Suresh Bhasin (Director)
M/s Sun Sales Pvt Ltd
Email: sunsalesplc@gmail.com

About Me

I am a dedicated and hardworking and reliable individual. Over Ten Years+ of experience has helped me keep my creativity, intellect, and imagination alive. I am open to learning new skills, as I believe life is all about gaining knowledge, expanding the horizon and giving back to society.

Professional Experience

PHI Sigma Calibration/PHI Sigma General Trading LLC ACCOUNTANT (December 2022 - Until Present)

Key responsibilities:

- Preparing KYC form for the customers as a registration.
- Preparing Job Completion for the Customers.
- Arrange/Schedule Booking via Elite, DHL, UPS, and JBC for Dubai (Abu Dhabi, Dubai, Ras Al Khaimah, Umm Al Quwain, Sharjah, Fujairah, and Ajman) and Outside Dubai (Oman, Kuwait, Lebanon, Saudi Arabia, Doha, Bahrain, Qatar, Iraq, Iran, Bangkok, and Israel).
- Scan and attach all-expenses vouchers, invoices and payment receipt vouchers in Zoho.
- Cheque scans by CCSS Scanning software.
 - VAT Returns Filing by FTA portal.
- Create a Twilio Sheet for each customer.
- Keep track of payments from customers and vendors.
- Bank Reconciliation in AED, USD, and EUR.
- Prepare the employees' salaries and transfer them via WPS.

M/S SUN SALES PVT. LTD. (NEW DELHI, INDIA)

ACCOUNT EXECUTIVE (August 2018-April 2022)

Key responsibilities:

- Handling day-to-day accounts.
- Maintaining office income and expenses.
- Maintaining accounts and submitting reports to CA.

Additional Duty:

- Involved in Rotary for 1 Financial Year 2019-20 as a supporting team member.
- Maintained Rotary Accounts.
- Preparing Rotary Data in MS Office Tools.

SUNIL HOSPITAL & NURSING HOME (NEW DELHI, INDIA)

ACCOUNT EXECUTIVE (July 2015 - August 2018)

Key responsibilities:

- Handled accounts.
- Maintained patients' OPD and IPD bills.
- Cash handling.
- Handled TPA and corporate for payment recovery.
- Maintained credit payments as well as all other government patient panels.
- Maintained staff's salaries and the hospital's income and expenses.
- Account report submission to CA.

TECHNICAL SKILLS

- MS–Office, Excel & PowerPoint
- Tally ERP9
 - Zoho Books

SKILLS

- Ability to handle a wide variety of tasks.
- Ability to work in team.
- Good Team Player.
- Quick Learner.
- Decision Making.
- Flexibility.
- Adaptability to new circumstances & environments.
- Positive at all times.

PROFESSIONAL COURSES

Diploma (1 Year) July 2011 - July 2012

- Multi Skilled Development from F–TECH, New Delhi, India.

Diploma (1 Year) March 2016 - March 2017

- Learning Tally ERP9, Taxation & Advance Excel from RS ACADEMY FOR PROFESSIONAL EXCELLENCE, New Delhi, India.

AWARDS 2019-2020

- **Special Recognition Certificate** from Rotary International District 3011 (Exemplary Support and Contribution).
- **PHF Certificate** from Rotary International District 3011 (Supporting Team).
- **Momentous** from Rotary International District 3011 (Supporting Team)

LANGUAGES

English
Hindi
Nepali

Professional Experience

M/S ONKAR INVESTMENT PVT. LTD. (NEW DELHI, INDIA)

ACCOUNT EXECUTIVE (January 2015 – June 2015)

Key responsibilities:

- Handling of Accounts.
- Payment locked by Western Union, Express Money,
- Transaction Fast and Money Gram in the company's software.
- Updating entries in the company's register and Tally ERP 9.
- Account data submitted to CA.

M/S LNG ACCESSORIES PVT. LTD. (NEW DELHI, INDIA)

ACCOUNT EXECUTIVE (July 2014 – December 2014)

Key responsibilities:

- Managing inventory and storing warehouse stocks.
- Handled accounts and activities like accounting entries.
- Prepared profit and loss statement, balance sheet, and trial balance.
- Managing accounts and updating in Tally ERP 9.
- Submitting account data to CA.

M/S SHINE FOUNDATION (NEW DELHI, INDIA)

STOCK IN CHARGE (September 2013- July 2014)

Key responsibilities:

- Maintained records of receipts and withdrawals from the stockroom.
- All entries are recorded in Register & Tally ERP 9.
- Inspecting deliveries for records; ensuring hygiene.
- Updating account information for incoming and outgoing goods.
- Maintained store card of every day stock.
- Checking all received goods.
- Keeping an eye on store goods and items.
- Making Good's request on time.