



Janisha Fath

Accountant

Currently working in Carrefour finance (Majid Al Futtain) in accounts department for more than 7 years with a role in handling invoice and credit notes generation ,clearing outstanding payments to suppliers and maintaining customer support through emails with vendors and also handling inventory and stock analysis.

Experience

2016- Present

Accountant, Majid Al Futtain (Finance)

- Completes payments and control expenses by receiving and processing invoices
- Post and process data entries to ensure all business transactions are recorded
- Handle petty cash and other day-to-day transactions
- Keep track of all intercompany transactions to be billed and processed.
- Reconciles processed work by verifying entries
- Booking of debit notes and Internal Sale ,Inter company Transactions monthly
- Ensures credit is received on the outstanding memos
- Preparing credit notes against the outstanding invoices payment
- Archiving documents monthly and keep a record of that

2014-2015

PK industries (Thrissur,Kerala)

Accounts and Administration

- Analyze financial data to provide insightful reports for decision making.
- Perform regular audits to maintain accuracy of accounting data.
- Maintain accurate financial records and reports, ensuring compliance with local regulations.
- Prepare monthly and annual financial statements.
- Update financial data in databases to ensure that information will be accurate and immediately available
- Prepare and submit weekly/monthly reports
- Manage accounts receivable/payable, including invoicing and reconciliation.

2013-2014

Accountant (KRS steel industries)

- Complying with all company, local, state, and federal accounting and financial regulations
- Compiling, analyzing, and reporting financial data
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.

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Email

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Address

Al Rashidiya,DUBAI

Education

2012

B.Com

Calicut University

2013-2014

MS Office,MS Excel ,MS Word

Diploma In Professional Account (DPA)
Quick books And Tally ERP

Expertise

- Accounts Payable And Receivables
- Accounts Reconciliation
- Inter Company Transaction
- Consignment Valuation
- Customer Interaction and payments
- Credit Note Generation
- Management Reporting

Language

- English
- Hindi
- Malayalam
- Tamil

Reference

JOSE MICHAEL

Manager ,Majid Al Futtain Finance

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