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| *Jyotika Singh****Cashier*** | **Phone Number** +971 52 880 3389**Email** nomita69\_singh@yahoo.com**Address** Sharjah, United Arab Emirates |

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| *My objective is to gain expertise and utilize my full potential in whatever job I am assigned. Although I don’t have any experience in this field, I am sure that I will prove my excellence in any task assigned to me.**I want to accomplish myself as a dedicated and self- made individual.* *Being a fast learner, I am a very flexible person who can mold herself in any job responsibility. I want to be highly organized and detail-oriented professional with proven record of producing accurate financial records and reports, who excels in working with a variety of stakeholders in a fast-paced environment.* |
| **SKILLS**

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| * *Financial Document Review*
 | * *Office Operations*
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| * *XERO Software*
 | * *MS EXCELL*
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| * *WAFEQ Software*
 | * *MS WORD*
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| **EXPERIENCE****Accounting & Finance Intern***With Virtu Zone, Dubai Jul 2023 – Sep 2023***JOB RESPONSIBILITY:*** *Maintained detailed records of financial transactions including account reconciliations.*
* *Performed reconciliations between bank account and internal ledgers*
* *Recording invoices and bills using XERO Software*
* *Converting bank statements to EXCELL and importing them on WAFEQ*
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| **Accounts Assistant***With Global Br Trading Fze., Dubai Jul 2022 – May 2023***JOB RESPONSIBILITY:*** *Preparing invoices on daily basis.*
* *Bank Reconciliation*
* *Handling Petty Cash*
* *Maintaining sales and purchase records and tally it with daily reports*
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| **EDUCATIONAL QUALIFICATIONS**

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| **ACCA Diploma** | *2022* |
| *Association of Certified Chartered Accountants, UK* |  |
| ***Exams completed:**** *Accountant in Business*
* *Management Accounting*
* *Financial Accounting*
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| **AISSCE (Commerce)** | *2019* |
| *Central Board of Secondary Education, India* |  |
| ***Presently continuing my ACCA studies*** |  |

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| **PERSONAL DETAILS:**

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| **Nationality:** *Indian* |
| **Date of Birth:** *1st January, 2000* |
| **Visa Status:** *Residence Visa* |
| **Languages:** *English & Hindi* |
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