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| |  |  | | --- | --- | | C:\Users\rohit.s_oow\Desktop\JS\MS0019920124 (1).jpg | | | *Jyotika Singh*  ***Cashier & Stocker*** | **Phone Number** +971 52 880 3389  **Email** [nomita69\_singh@yahoo.com](mailto:nomita69_singh@yahoo.com)  **Address** Sharjah, United Arab Emirates | |
| *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**   |  |  | | --- | --- | | * *Financial Document Review* | * *Office Operations* | | * *XERO Software* | * *MS EXCELL* | | * *WAFEQ Software* | * *MS WORD* | |
| **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* |
| **EDUCATIONAL QUALIFICATIONS**   |  |  | | --- | --- | | **ACCA Diploma** | *2022* | | *Association of Certified Chartered Accountants, UK* |  | | ***Exams completed:***   * *Accountant in Business* * *Management Accounting* * *Financial Accounting* |  | | **AISSCE (Commerce)** | *2019* | | *Central Board of Secondary Education, India* |  | | ***Presently continuing my ACCA studies*** |  | |
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| **PERSONAL DETAILS:**   |  | | --- | | **Nationality:** *Indian* | | **Date of Birth:** *1st January, 2000* | | **Visa Status:** *Residence Visa* | | **Languages:** *English & Hindi* | |  | |
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