

# CURRICULUM VITAE



## Kavita Pal

DOB: January-26-1991  
Nationality: Indian  
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**Freelance Visa**  
**Until – 23 -04 - 2025**

## Education

Bachelors of Commerce, HP University  
2011-2014

## Hard SKILLS

Accounts Knowledge

Tally ERP Knowledge

Busy Accounting  
Software

SAP ERP

MYCOM ERP

Microsoft Excel

Microsoft Word

Microsoft Power Point

Knowledge ERP  
Software

## Summary

Experienced Account Executive professional with 6 years of Indian Experience and 2 years of Malaysian Experience in the same field 9 Months in UAE Experience as a Account and Admin Assistant.

Team work, Communication skills, Computer skills, excellent verbal and written communication, Customer service, Book keeping, Data Entry, Microsoft office

## EXPERIENCE

### Account Executive

KST LLC  
Dubai, UAE  
July, 2022 – March, 2023

#### Job Description:

- Maintain all Data in MyCom Software.
- Maintain daily cash book.
- Processing Bank Deposits.
- Reconciling financial statements.
- Maintaining P/L through system.
- Make all payments cheque and prepared the statement.
- To ensure all Accounting entries to be posted in system on daily basis for customers and sales.
- Maintain all purchasing bills in the system on daily basis.

### Accounts & Admin Assistant,

Autox Super Trading LLC  
Dealing Rented Flat Villa Cars Monthly Yearly Dubai UAE  
Feb.2022 — June.2022

#### Job Description:

- Maintain all Data in Tally ERP software.
- Managing obligations to suppliers, customers and third-party vendors.
- To ensure all Accounting entries to be posted in system on daily basis and for customer, sales.
- Reconciling financial /Bank statements.
- To ensure all Accounting entries to be posted in system on daily basis and for customer, sales.
- To ensure the payment far supplier and issue the cheque on time to continue on time to positive business relationship with them.
- Maintaining the inventory through system and prepare invoice for delivery as per customer requirement.

# Soft-SKILLS

Communication.  
Ability to Work under  
Pressure.  
Decision Making.  
Time Management.  
Self- Motivation  
Leader Ship  
Adaptability  
Team Work  
Creativity

- Making the all staff salary on the time with the help HR Department.
- Make Sure all Bills pay on Time Like Dewa Phone Rent.

Account & Admin Assistant,  
Namaste India Restaurant  
Malaysia  
2019 — 2021

## Job Description:

- Compile and weekly/monthly reports and communicate key results to the rest of the team to ensure that the company goals are being met.
- Matched the bills with SRV's Solution and recorded into the system.
- Accounting worked done through Tally Software.
- Working as Account Admin Assistant.
- Prepared the Salary sheet every week with help of HR Department.
- Prepared the all payment.

Account Executive,  
Indus International Hospital.  
India  
2016-2019

## Job Description:

- Provided information to client regarding company projects & Policy along with services.
- Keeping track of transaction documents in the client's database through system.
- Receiving bills from Purchase Department and sent for allocation for processing the payment.
- Collected the OPD and IPD Cash on daily basis and deposited to bank as per company requirement.
- Develop new and fresh Strategies to respond to high — Volume client concerns and meet budget guidelines.

Account Executive,  
Mother Dairy.  
India  
2009-2016

## Job Description:

- Created Data analysis based on the company & customer on monthly basis for sales vs receivables.
- Maintaining Daily Cash Book/Expenses.
- Filling Returns as per Company Policy.
- Issue and post bills, receipts and invoices.
- Check the validity of debit accounts.
- Update account receivable database with new accounts or missed payments.
- Ensure all clients remain informed on their outstanding debts and deadlines.