

# MUNAVIRA N

## Accountant



Email ID :  
m.munavira@gmail.com

Contact Number :  
+971 544 540 266

Permanent Address :  
Shamnan, Sharjah  
United Arab Emirates

### Personal Data

Date of Birth : 25/06/1988  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Passport No : W6563205  
Visa Status : Husband Visa

### Languages Known:

- English and Malayalam  
(Can Speak)
- Hindi and Arabic  
(Read and Write)

### Hobbies & Interests

- Reading books
- Traveling
- Cooking

# CURRICULUM VITAE

## ■ PROFESSIONAL EXPERIENCE

### Tecpro Solutions Co.LLC – Dubai, UAE

Accountant  
16 Months  
January 2016 - April 2017

### Hameed & Associates Tax Consultants - Tirur

Accountant & Tax Consultant  
7 Months  
April 2015 to October 2015

### Adhil Distributors – Distributor of K.T.Tex Dhothies

Assistant Financial Accountant  
11 Months  
April 2014 to March 2015.

## ■ PROFESSIONAL QUALIFICATIONS

### Certificate in Accounting Technicians (CAT)

From Institute of Cost Accountants of India, New Delhi

## ■ COMPUTER SKILLS

### Accounting Software

Tally.ERP 9 | Tax soft

### PGDCA

Microsoft Office | Visual Basic | C, C++, Oracle

## ■ EDUCATIONAL QUALIFICATION

### Master of Commerce (M.COM)

### Bachelor of Commerce (B.COM)

## MY STRENGTHS

- > Strong believer of hard work and Smart Work.
- > Confident and optimistic by nature
- > Quick learner, able to grasp new ideas, concepts and methods
- > Good Presentation Skill
- > Can work well independently or as a part of team

## JOB PROFILE

- > Writing up of books and finalization
- > Generation of various accounting reports including Bank reconciliation statement, Income and Expenditure statements etc.
- > Maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note and Credit Note Registers, Cheque Register etc.
- > Working knowledge in Tax Management
- > Revenue Account and Balance sheet Analysis, Ratio Analysis, Cash flow-Fund flow Management.

## ACADEMIC PROFILE

Name of the course	University / Board/ Institution	Principal subject	% of Marks obtained	Year of Passing
<b>M.COM</b>	Indira Gandhi National Open University(IGNOU), New Delhi	International Business Operations	60.25%	2015
<b>B.COM</b>	Mahatma Gandhi University, Kerala	Commerce with CA	63.42%	2010
<b>P.U.C</b>	Board Higher Secondary Examination, Kerala State.	Commerce	73.83%	2007
<b>SSLC</b>	Board of Public examination, Kerala State.		75.26%	2005

## DECLARATION

I hereby declare that all the statements made in the above resume are correct to the best of my knowledge and belief.

MUNAVIRA N