

Anjali Mittal

Accountant



+971523080014 

Anjalimittal0123@gmail.com 

United Arab Emirates, Dubai , Bur Dubai , 
Burjuman Metro

SKILLS

Bookkeeping
Expert

Accounting
Expert

Cost Accounting
Expert

Excel
Expert

Data Entry
Expert

QuickBooks
Expert

Tally prime & ERP 9
Expert

Management skills
Expert

LANGUAGES

- English
- Hindi

PERSONAL INFO

- Date of birth: 28 April 1997
- Place of birth: Delhi
- Nationality: Indian

PROFESSIONAL SUMMARY

As an experienced Account Executive with over 5 years in the industry, I have consistently exceeded sales targets and built strong relationships with clients. I am also highly skilled in identifying new business opportunities and developing innovative solutions for clients. With a proven track record of success, I am confident in my ability to drive growth and contribute to the success of any team.

EXPERIENCE

Account Executive

Council for the Indian School Certificate Examinations (CISCE), India, New Delhi
2023 - 2024

During my time as an Account Executive at the Council for the Indian School Certificate Examinations (CISCE) in India from 2023 to 2024, I utilized my attention to detail and communication skills to support the organization's mission of promoting high-quality education.

- Managed financial accounts
- Developed strong client relationships
- Utilized attention to detail

Finance & Taxation

Goyanka & Associates, India, New Delhi
2021 - 2023

During my time at Goyanka & Associates, I gained valuable experience in finance and taxation. I was responsible for managing financial records, analyzing data, and ensuring compliance with tax laws.

- Managed financial records
- Analyzed data
- Ensured tax law compliance
- Collaborated with clients

Accounts & Finance

ANR Tubes Pvt. Ltd., India, New Delhi
2020 - 2021

During my time at ANR Tubes Pvt. Ltd., I gained valuable experience in the accounts and finance department. I was responsible for managing financial transactions, preparing financial statements, and maintaining records of expenses and revenues.

- Oversaw daily accounting operations
- Prepared monthly financial reports
- Assisted with tax filings
- Managed accounts receivable and payable
- Implemented cost-saving measures

EDUCATION

Master of Business Administration (MBA), Indira Gandhi National Open University, India, New Delhi

2020 - 2024

CMA, The Institute of Cost and Management Accountant (CMA), India, New Delhi
Semi Qualified CMA

B.COM, University of Delhi, India, Delhi

2016 - 2019

CUSTOM

Single

Visa Status : Visit Visa till May, 2025
