

# Neetha Sunilkumar KP

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## Career Synopsis

Flexible and organized educational professional with five years of audited financial information and unparalleled ability to handle responsibility with limited supervision. Talent for employing unique strategies to manage financial reports and taxes.

A self-directed, enthusiastic educator with skills to prepare, examine and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

## Career Objective

A profoundly talented individual with deep knowledge of principles and procedures of accounting and corporate finance seeks an Accountant job at a reputed firm.

## Career Snapshot

April 2021-Aug 2023	<b>Inventory Assistant</b> <i>Safari Mall</i> <i>Muweilah</i> <i>Sharjah</i>
Oct 2019 - Jan 2021	<b>Accountant</b> <i>Al Sahara Contracting WLL</i> <i>Doha, Qatar</i>
Sept 2017 -Feb 2019	<b>Cashier</b> <i>UAE Exchange and Financial services Ltd</i> <i>Calicut, India.</i>
Nov 2016- June2017	<b>Accountant and Cashier</b>

## Core Competencies

- Good at communication
- Able to collaborate
- Maintaining a professional appearance
- Commercial awareness
- Maintaining all records
- Able to identify management needs
- Demonstrating a commitment to the profession

## Academic

### Bachelor of Commerce (Finance)

Bachelor of Commerce (Finance) Calicut  
University  
India

July 2012 -May 2015

### Higher Education

Govt. Ganapath Girls Higher Secondary  
School  
India

July 2010 - March 2012

## Personal Information

**Date of Birth**  
25<sup>st</sup> December, 1994

**Marital Status**  
Un-Married

**Languages**  
English, Malayalam and Hindi

**Visa Status**  
Visit Visa

**Hobbies**  
Music, Reading

**References**  
Available upon Request

## Computer Skills

Microsoft Office Applications  
Windows Operating System  
Email.

## Other Skills

- Association of Chartered Certified Accountants
- Post Graduate Diploma in computer Application
- Diploma in Computer Application.

## Occupational Profile

### Data Entry Operator

*Safari Hypermarket  
Sharjah*

#### Job Responsibilities:

- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry.
- Make Local purchase orders, debit notes, and price changes.
- Generate reports, store completed work in designated locations, and perform backup operations.
- Insert customer and account data by inputting text-based and numerical information from source documents within time limits.

### Accountant

*Al Sahara Contracting WLL  
Doha, Qatar*

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information and preparing accounts and tax returns.

### Cashier

*UAE Exchange and Financial  
Services Ltd  
Calicut, India.*

- Accepting payments, ensuring all prices and quantities are accurate and providing every customer a receipt.
- Processing refunds and exchanges, resolving complaints, and maintaining financial records.
- Balancing the cash register and generating reports for credit and debit sales.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Administer currencies, financial exchange activities, deposits as well as company and voucher payments.

### Accountant and Cashier

*Wizman Forex Ltd. Calicut,  
India.*

- Maintains accounting controls by preparing and recommending policies and procedures and collect payments whether in cash or credit.
- Maintains financial security by following internal controls.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.