



## PROFESSIONAL SUMMARY

Intend To Build A Career With A Leading Corporate With Committed And Dedicated People, Which Will Help Me To Explore Myself Fully And Realize My Potential Willing To Work As A Key Player In A Challenging And Creative Environment.

## SKILLS

- Computer skills.
- Communication skills.
- Good knowledge of product
- Ability to take responsibilities.
- Quick Learner.

## LANGUAGES

- ENGLISH
- HINDI
- KANNADA
- MALAYALAM

- Nationality :INDIAN
- Passport No. : X8826008
- Visa Status : UAE VISIT VISA

# RESHMA

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📍 DEIRA,DUBAI-UAE.

## EXPERIENCE

**03/2022 - 06/2023**

**ASSISTANT ACCOUNTANT**

**MR HyperMarket MOOZHICKAL,CALICUT,KERALA.**

- 1.Preparing financial documents such as invoices, bills,accounts payable and receivable.
- 2.Completing purchase orders.
- 3Entering financial information into appropriate software programmes.
- 4.Maintaining Accounts history.
- 5.Reporting on debtors and creditors.
- 6.Receive payment by cash, cheque, credit cards, vouchers, or automatic debits.
- 7.Issue receipts, refunds, credits, or change due to customers.

**05/2017 - 02/2022**

**INVENTORY ACCOUNTANT**

**Anfal HyperMarket BHATKAL,KARNATAKA.**

- 1.Operating the system ERP.
- 2.Receive the goods from Supplier and make the Quantity & Price are correct with the purchase order.
- 3.Recording the product,entering the cost of product and set the appropriate margin price.
- 4.Give the Barcode of products to salesman.
- 5.Maintain stock of all items in ERP.
- 6.Checking the Expiry of food items and beverages.
- 7.Keep record of Invoices.
- 8.Record and reject damaged items.
- 9.Maintain clean and orderly checkout areas.

## EDUCATION

**B.Com - 2017**

Govt.First Grade College Manki. [DHARWAD UNIVERSITY]

**P. U. C — 2014**

Pre University Board Govt.PU College Bhatkal.

**SSLC — 2012**

Karnataka Secondary Education Examination Board  
Morarji Desai Residential school, Mavalli Bhatkal.