



ROY LAZER

Assistant Accountant | 1 year experience

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📍 Sharjah, UAE

🇮🇳 Indian

Experienced **Accountant Assistant with 1-year experience using Tally and Excel**. Skilled in managing financial records and providing administrative support. Empathetic, calm, and detail-oriented. A quick learner with excellent communication skills. **Also interested in roles such as document control and admin assistant, with experience in managing office administration tasks**. Ready to utilize skills and experience to contribute to the success of your organization in various capacities.

WORK EXPERIENCE

Assistant Accountant

KINGS SEA FOOD, Kerala | Nov 2020 - Feb 2022

- Recorded financial transactions in the accounting system using sale vouchers and purchase vouchers.
- Maintained accurate and up-to-date accounting records, including books of account and stock maintenance.
- Performed data processing in MS Excel.
- Prepared invoices, expense reports & payment memos.
- Reconciled bank statements to ensure that all transactions are accurately recorded and accounted for.
- Assisted in Managing accounts payable and receivable.
- Provided administrative support to the accounting department, such as managing files, answering phone calls, and responding to emails.
- Assisted with the preparation of financial statements and reports.
- Carried communication with clients and vendors regarding billing and payments, and resolved any issues that may arise.

EDUCATIONAL HISTORY

M.Com Finance CGPA-6.0

Kerala University, India | 2018-20

B.Com Computer Application CGPA-5.9

Kerala University, India | 2015-18

KEY SKILLS

Communication | Accounting | Administrative skills | Call Handling | Documentation | Office administration | Interpersonal skills | Problem-solving | Empathy | Adaptability | Teamwork | Organisational skills.

OTHERS

Technical Skills: MS Office, MS Excel - Intermediate | Tally ERP 9 - Intermediate

Language Known: English & Malayalam & Tamil - Working proficiency

Passport No & Exp date: U8638532 | 17/01/2031

Visa Status: Visiting Visa