



SANDRA U

PROFILE

Detail – oriented accounting professional with deep understanding of financial analysis and reporting. To obtain an accounting position where I will be able to contribute my skill , knowledge and experience to a company that will give an opportunity to develop my career.

CONTACT

+971555722683

sandra676776@gmail.com

Dubai

SKILLS

- MS Excel & MS Word
- Tally ERP09
- Tally Prime
- QuickBooks
- SAP FICO
- Supy
- Manager.io
- Knowledge in GST and VAT.

OTHER DETAILS

Marital Status : Single
Gender : Female
Date of birth : 02/05/2000
Passport No : Y3401764
Visa Status : Visit Visa
till May 5th

WORK EXPERIENCE

ACCOUNTANT

Anish & Associates Consultant – Accounts , Cochin.
2023 Oct – 2024 Oct

Preparation of books of accounts , Preparation of sales & purchases in the accounting system, Recording day to day expenses and transactions, Assisted in reconciling bank statements, Preparation of Labour Tracker, Ensure that all accounting data is recorded accurately, Assisted in GST filing and GSTR-2B Reconciliation.

ACCOUNTS ASSISTANT

Primewise Solutions Pvt Ltd (UAE based – Snowbell Restaurant Management Co. LLC), Cochin.
2023 April - Oct

Preparation of petty cash and daily sales report, Preparation of the receivables reports (Aggregator's – Talabat, Zomato , Delivero, Noon , Qclub, Diners, Careem , Eateasy etc..), Entering cash purchases and credit purchases in accounting system and filing related documents, Receiving cash payment Invoices and checking the rates and quantity.

SALES ASSOCIATE CUM CASHIER

Westside (Tata Enterprise). Kakkanad Cochin.
2022 May – 2023 March

Selling products and assist customers with product purchases, Process customer payments efficiently and accurately using cash, card or other payment methods, Maintain accurate cash register operations and ensuring no discrepancies, Issue receipts, refunds and invoices as needed, Handling Customer Service Desk(CSD).

ACCOUNTANT TRAINEE- INTERNSHIP

Orison Corporate Services, Cochin, Kerala.
2021 June – 2021 Nov

LANGUAGE

- English
- Malayalam
- Hindi (Read & Write)

EDUCATION

MBA WITH MARKETING MANAGEMENT (Pursuing)

Indhira Gandhi National University

DIPLOMA IN CORPORATE ACCOUNTING WITH SAP – 2021

Orison Education , Cochin.

BCOM WITH COMPUTER APPLICATION – 2020

College of Applied Science Kumbala , Manjeshawaram.

Kannur University.
