



SMRITHY PB

ACCOUNTS ASSISTANT CUM CASHIER

About Me

Vigilant Accounts Payable Clerk experience working with accounts. Committed to on-time payments, maintaining detailed records and paying vendors on time. Detail-oriented worker with proven resourcefulness and reliability. Seeking a long-term position to build successful and lasting relationships with business partners.

My Contact

✉ pbsmrithy1602@gmail.com

☎ 0562759467

📍 Muwaileh, Sharjah

Hard Skill

- Bookkeeping
- Creation of ledger
- Payment reconciliation
- Journal entries
- cash flow statement

Soft Skill

- Fast learner
- Decision making
- Communication
- Multi-tasking

Education Background

- Masters of Business Administration
Human resources management
University of Madras of Distance Education ,
Chennai
Graduated 2023

Professional Experience

Archanas traderss / Accounts assistant cum cashier - 2023

Major Roles & Responsibility:-

- Responsible for Preparing Accounting Entries in Zoho and Tally and maintaining ledger.
- Preparation of Day book
- Invoice posting
- Prepare monthly and annual Financial statement
- Responsible for maintaining Accounts Payable and Accounts Receivable.
- Responsible for maintenance of bills, Vouchers and other records for the purpose of audit.
- Responsible for timely payment to vendors.
- Responsible for Making Entries In Tally for Purchase, sales, Expenses, Receipts and payment entries and Bank BRS.

- **Bachelor of Commerce**
Accounting and Finance
University of Madras, Chennai
Graduated 2021

Computer skills

- Tally ERP9
- Basic IT

Vaccination status

- 2 Dose Covishield Vaccine
Vaccinated from India

Languages

- English
- Malayalam
- Tamil
- Hindi

Certification

- Certification course in ACTIVE
BASIC IT
- Certification course in Tally PRO
- Spell Bee International language
for life District level
- Dakshina Bharat Hindi Prachar
Sabha
Rashtrabasha Visharad
Rashtrabasha Praveen

- Responsible for the daily courier for the sales
purpose.
- Maintaining day note, posting note and advance
note.
- Handling of cash and collection of cash.
- Creation of new vendors and ledgers in Zoho.
- Day-to-day consolidation of payments.
- Assemble and review invoices to be completed
for payment
- Maintain copies of vouchers, invoices and
correspondence necessary for filing.
- Prepare cash flow statements.
- Maintain records of outstanding payables.

Sutherland / Customer Service Associate - 2021 - 2022

Major Roles & Responsibility:-

- Responsible to support customers on the
general queries related to products, orders
etc.
- To provide quality support via chat/email and
ensure
that is resolved in timely manner.
- Learn new policies/process/tools and being
obsessed on providing right and prompt
resolutions.
- Escalate appropriate issues to team leads and
DART.

Personal Information

- Gender - Female
- Birthday - 16.02.2001
- Marital status - Single
- Nationality - Indian
- Passport - X7397298