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UAE

PERSONAL DETAILS

Date of Birth / Age:

16/05/1996

Nationality: Indian

Marital Status: Married

Visa Status: Spouse Visa

EDUCATION

B. Com (Bachelor of Commerce)

Kerala University, 2017

DCFM (Diploma in Computerised Financial Management)
2018

LANGUAGES

English

Advanced

Malayalam

Native

THUSHARA USHA

PROFESSIONAL SUMMARY

To seek a challenging career in Finance or in HR and utilize my work experience, skills & widen the spectrum of my knowledge to achieve best in my career leading to professional advancement and be an asset to the organization.

WORK HISTORY

April 2022 - Current

Scopic Transport Establishment - Accountant

- Processing invoices from various locations for payments. Preparation of Daily Reports.
- Handling Bookkeeping and Petty Cash.
- Payroll processing.
- Assist in preparation of financial statements.
- Reconcile Accounts Payable And Receivable.
- Prepare Bank Reconcile Statement.
- Prepare VAT returns and ensuring that VAT are paid properly and on time.

May 2017 - January 2021

Reliance Fresh, Kollam, Kerala, India - Accountant, Kollam, India

- Accounting of day to day transactions accurately and ensuring it's authenticity
- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees

SKILLS

- Strategic planning
- General business knowledge
- Data analysis understanding
- Responsive leadership
- Account management
- Service orientation
- Effective communication
- Meeting moderation
- Payroll
- Financial Accounting

DECLARATION

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief