



# AMAL P ALEX

## ACCOUNTANT

### PROFILE

I am an Organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively I am a good listener and learner, able to communicate well with group and on an individual level. I am able to. motivate and direct my talents and skills to meet objectives.

### EDUCATION

- **2015 - BACHILOR OF COMMERCE**  
University: Kerala University
- **2012 - HSC [bio math's]**  
University/Board: State Board
- **2010 - SSLC**  
University/Board: State Board

### WORK EXPERIENCE

#### NANDANAM HOME APPLIANCES

**ACCOUNTANT (14/08/2017 TO 16-11-2020) .**

- Monitored invoices and reviewed against budget requirements on a daily basis
- Reviewed operational best practice to ensure operational efficiency
- Ensuring compliance with accounting standards and regulations.
- Providing financial forecasts and projections.
- Managing invoicing, payments, and collections.
- Maintaining accurate records of transactions.
- Providing financial advice to management and clients.

### DECLARATION

I certify that particular and information are true and correct to the best of my knowledge.

### CONTACT

**PHONE :** +97 55 107 9862

**EMAIL :** [amalpalex009@gmail.com](mailto:amalpalex009@gmail.com)

**PLACE :** Al Barsha , Dubai.

### PERSONAL INFO

Date of Birth : 18-09-1993  
Nationality : Indian  
Marital Status : Single  
Passport No : U5117500  
Visa Status : Visit Visa

### LANGUAGES KNOWN

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM

### TECHNICAL SKILLS

- MS WORD
- MS EXCEL
- TALLY PRIME

### PERSONAL SKILLS

- POSITIVE ATTITUDE
- COMMUNICATION
- TEAM WORK

AMAL P ALEX