



✉ pr9814046@gmail.com
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📍 30th street, Deira, Dubai, United Arab Emirates.

- SKILLS**
- Tally ERP
 - Managing Accounting Works
 - Planing/Organising
 - Information Management
 - Willingness to learn/Quest for knowledge
 - Accuracy
 - Taking initiative
 - Software Proficiency
 - Attention to detail

PERSONAL DETAILS

Date of Birth : 11/06/1999

Marital Status : Married

Nationality : INDIA

Passport : X8658688

Gender : Female

Place : United Arab Emirates

LANGUAGES

Punjabi

English

Hindi

OBJECTIVE

To secure a challenging position in the field of Accounting, Finance and Sales within a well reputed organisation where i can effectively contribute my skills and full potentials as well as contribute to the welfare and development of the organisation

EXPERIENCE

Accountant October, 2020 - October, 2022
InLott E Gaming Services Limited

EDUCATION

Bachelor of Commerce (B.Com) 2020
Punjab University, Chandigarh, Punjab
1st Division

Advance Diploma In Computer Application 2017
The Global Institute of Information Technology, pojewal, Punjab
Grade "A"

Diploma in Accounting Management 2023
Saini Institute, Balachor, Punjab
Grade "A"

JOB PROFILE

Manage all accounting transactions

Reconciling the company's bank statement and bookkeeping ledgers

Verify, allocate,post, and reconcile transactions

Publish financial statements in time

Handle monthly, quarterly and annual closing

Reconcile accounts payable and receivable

Ensure timely bank payments

Manage balance sheets and profit/loss statements

Report on the company's financial health and liquidity

Reinforce financial data confidentiality and conduct database backups when necessary

Comply with financial policies and regulations

DECLARATION

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

On Valid Sponsored Visa
PRIYA RANI.