

# MARIA EBSIBA



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## Objective

Dedicated and detail-oriented accountant with 3 years of experience in financial analysis, budgeting, and reporting

## Experience

- Rightzone Resource Solutions Pvt Ltd** 09/11/2022 - 15/01/2024  
Accountant
  - \* Maintain accounts ledger
  - \* Data entry in Excel
  - \* Preparing financial statements
  - \* Creating balance sheets
  - \* Maintanance financial records
  - \* Maintenance daily expense sheet
  - \*Manage all accounting transactions.
  - Prepare budget forecasts.
  - \*Publish financial statements in time.
  - Handle monthly, quarterly and annual closings.
  - \*Reconcile accounts payable and receivable.
  - \*Ensure timely bank payments.
  - \*Compute taxes and prepare tax returns.
  - Manage balance sheets and profit/loss statements.
- MATHA SUPERMARKET** 14 - 02 - 2024 - 20 - 02 - 2025  
CASHIER
  - \*Handling cash, credit and debit card transactions.
  - \*Assisting customers with inquires, returns and product information.
  - \*Scanning items, issuing receipts and packaging purchases.
  - \*Maintaining a clean and organized checkout area.
  - \*Following security procedure to prevent thefts and fraud.

## Education

- ST. TERESA ARTS AND SCIENCE COLLEGE OF WOMEN** 2018 - 2021  
B.COM  
FIRST CLASS
- PENQUEEN COMPUTER EDUCATION** JANUARY 2022 - AUGUST 2022  
TALLY - ACCOUNTING SOFTWARE  
FIRST CLASS PASS
- Government of Tamilnadu Department of Technical Education** 2022  
TYPEWRITTING ENGLISH  
FIRST CLASS

## Skills

Financial Reporting Data analysis Written communication Team work Time management

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## Projects

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- **Financial Analysis of a Company:**

To evaluate the financial performance of a specific company, analysing key financial ratios, trends, and providing insights into its financial health.

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## Interests

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- Payroll
  - Forecasting
  - Budgeting
  - Internet browsing
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## Activities

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- Financial statements preparation
  - Budgeting
  - Accounts payable and receivable
  - Data analysis
  - Problem solving
  - Critical thinking
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## Languages

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- ENGLISH - READ, WRITE, SPEAK
  - TAMIL - READ, WRITE, SPEAK
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## Personal Details

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- Date of Birth : 15/10/2001
- Marital Status : Unmarried
- Nationality : Indian
- Gender : Female
- Place : Nagercoil