



# AN SNEHA IYPE

ACCOUNTANT

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Al Qusais, U.A.E

## ACADEMIC CREDENTIALS

- 2017 A CFA**
  - Institute of accountant
- 2017 75% Bachelor of Commerce**
  - Computer Application
  - MG University
  - PGM College Devagiri, kangazha, Kottayam
- 2014 80% Higher Secondary**
  - Board of Higher Secondary Examination, Kerala, India
  - MD Seminary HSS, Kerala
- 2011 78% SSLC**
  - Board of Public Examination, Kerala, India
  - St. Joseph school Kottayam, Kerala

## COMPUTER PROFICIENCY

MS Office, Excel	★★★★
Tally ERP 9	★★★★
Basic Operations	★★★★★
Internet & Email	★★★★★

## AREA OF INTEREST

- Administration
- Reception
- Accounts
- Office jobs

## CAREER ABRIDGEMENT

To achieve a challenging position as accountant in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work	Work Ethic	Communication	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Accounting Skills	Hardworking	Analytic Skills

## EMPLOYMENT CHRONICLE

**ACCOUNTS ASSISTANT CUM RECEPTION** | June 2022 - Present  
CITY MAN CONTRACTING LLC (Damascus Street ,AL Qusais plaza)

- Handling petty cash
- Preparing LPO & Quotation
- Entering Cash book
- Maintain files
- Handling phone calls
- Arranging Meetings
- Applying for passes
- Checking mails
- Bank transactions
- Maintain cash ,Bank vouchers
- Attendance maintains
- Data entry
- Excel, word document preparations

**ADMINISTRATION/ ACCOUNTANT** | Sep 2017- Dec 2022 (4 Years)  
MR COIR AGENCIES (India)

- Administration & Billing.
- Experience in the field of Wholesale retail, Import Business
- Accounts and Administration.
- Pass Journal entries.
- Maintain day book, cash book, Ledger etc.
- Dealing Bank transactions.

## PROJECT

- Project Name: Impact on Banking Sector  
Team Size: 3

## LANGUAGES KNOWN

English	<div></div> 100 %
Hindi	<div></div> 75 %
Malayalam	<div></div> 100 %
Tamil	<div></div> 85 %

## INTERESTS



Songs



Travelling



Games

## REFERENCE

- Mr Coir Agencies  
Administration  
Cont. no: 9496591160

- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.
- Assisting the HR

## PERSONAL STRENGTHS

- COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- MANAGEMENT**- Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 06/04/1995  
Nationality : Indian  
Marital Status : Single  
Permanent address : Naganilathil (h), Amayannor PO  
Kottayam, Kerala, India  
Pin: 686019  
Passport Number : S 6941146

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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