

AN SNEHA IYPE

ACCOUNTANT

\(+971 0507284007

尚 Al Qusais, U.A.E

ACADEMIC CREDENTIALS

2017 O CFA

Institute of accountant

75%

2017 • Bachelor of Commerce

- **Computer Application**
- MG University
- PGM College Devagiri, kangazha, Kottayam

80%

2014 O Higher Secondary

- Board of Higher Secondary Examination, Kerala, India
- MD Seminary HSS, Kerala

2011 • SSLC

78%

- Board of Public Examination, Kerala, India
- St. Joseph school Kottayam, Kerala

COMPUTER PROFICIENCY

MS Office, Excel

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Tally ERP 9

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Basic Operations

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Internet & Email

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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

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

EMPLOYMENT CHRONICLE

ACCOUNTS ASSISTANT CUM RECEPTION I 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

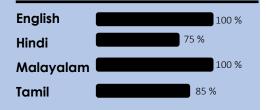
ADMINISTRATION/ ACCOUNTANT | Sep 2017- Dec 2022 (4 Years) MR COIR AGENCIES (India)

- 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



INTERESTS



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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