



ACCOUNTANT PROFESSIONAL

AYISHATHUL FIDA T

PERSONAL PROFILE

I am highly organized and dedicated to the work I am assigned. My communication skills and proficiency in marketing are apt for any reputed companies. I seek challenging opportunities where I can use my skills completely for the success of the organization.

AREAS OF EXPERTISE

- Tally
- Xeno
- Aider
- Microsoft Excel
- Microsoft Word

OTHER SKILLS

- Excellent communication and interpersonal skill
- Excellency in dealing with accounting softwares
- Basic computer skill
- Ability to work under pressure and independently
- Ability to manage and solve customer complaints

GET IN CONTACT

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WORK EXPERIENCE

ACCOUNTS ASSISTANT/DATA ENTRY

GALAXY HYPERMARKET KUTTIADY (2020 June–2021 October)

- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Data Entry
- Billing

EDUCATION HISTORY

• FAROOK COLLEGE (CALICUT UNIVERSITY)
Bachelor of Commerce 2017–2020

• GOVERNMENT HIGHER SECONDARY SCHOOL KUTTIADY
Commerce (Statistics) 2015–2017