



AMITHA MATHEW

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OBJECTIVE

An enthusiastic and motivated individual who is committed to contribute to the achievement of organizational goals in conjunction with the attainment of personal growth and professional development.

WORK EXPERIENCE

QUALITY GENERAL TRADING LLC- Abu Dhabi

Accountant March 2020 – Present.

- Administering payrolls and controlling income and expenditure
- Supervise daily operations within the scope of accounts Receivables and accounts Payable.
- Prepare Purchase order by verifying specifications & Price, Obtaining recommendations from Suppliers for Suitable Items.
- Ensure timely preparation and submission of VAT and Other TAX Return
- Oversee the collection, deposit, and reconciliation of bank funds and accounts
- Process payments and financial documents such as Invoices, statements and vouchers.
- Maintaining Attendance and Time sheet of Workers.
- Provide customer support services and assist in the resolution of client complaints or problems
- Reconciliation of all customer's cash & credit-reconciles debtors' statement & resolve issues relating to sales on a monthly basis.
- Maintain useful financial Information regarding projected outturns and budget variances
- Preparing Cash Flow to analyse cash position and firm performance
- Controlling credit Limit for subcontractors
- Tracking the Apartment Rental, Office Rentals etc.
- Secures Financial Information by completing database backups.
- Prepare Balance sheets ,Profit & Loss statement and Weekly Reports.
- Disburses petty cash by recording entry and verifying documentation.
- Financial forecasting and risk analysis.

AL MULLA GROUP - Fujairah

ACCOUNTANT May 2019 – February 2020

- Provides financial information to management by researching and analysing accounting data. preparing reports
- Prepares assets, Liability and capital account entries by compiling and analysing account information.
- Preparation of profit and loss account monthly
- Inventory management
- Closing entries at end of the month
- Bank Reconciliation
- Day to day cash & bank transactions.
- Maintaining petty cash book.
- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Make profit & Loss report and submit to the Manager
- Maintaining team attendance and error records for payroll purpose

Focuz Parts Mart PVT.LTD Kochi

Accountant [January 2018 – March 2019]

- Maintain day to day books of Accounts in Tally.
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- Maintain Journal Entry Sale & Purchase
- Reconciliation of Bank Statement at the end of month.
- Preparation of monthly and quarterly reports.
- Maintain day to day Accounts & reporting to the senior manager.
- Maintaining purchase and sales invoices.
- Preparation of Monthly Payroll.

SKILLS

- **Accounting software TALLY ERP9 ,QUICKBOOKS**
- Well versed knowledge of MS Office with proficient.

MS OFFICE(Outlook. MS Word, MS Excel, Power point) Shortcut Applications

- Superior interpersonal skills: Ability to interface with a wide range of personalities and position levels; Build relationships with people whose assistance, cooperation and support is needed
- Organize & Manage Teams and Maintain Good Interpersonal Skills.

- Sound knowledge of VAT filing
- Dependability, Goal Oriented, Business Focus, Time management, Multitasking,

EDUACATION

- Bachelor of Commerce (B.com)- June 2015 -Mar 2018 (Mahatma Gandhi University, Kottayam)
- Diploma in **Certified Industrial Accounting :ICA Kolkata**

PERSONAL INFORMATION

Marital Status	: Married
DOB	: 09/10/1996
Sex	: Female
Nationality	: Indian
Languages known	: English, Malayalam, Hindi, Tamil
Passport No	: S9003202

DECLARATION

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

BANGALORE