



AN SNEHA IYPE

ACCOUNTANT

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Al Karama,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

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.

KEYSKILLS

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

EMPLOYMENT CHRONICLE

REAL ESTATE ADMIN AND ACCOUNTANT | December 2022 -present

NICE MOVE REAL ESTATE MANAGEMENT SUPERVISION SERVICES (Al Makhawi Building Oud Metha, Dubai)

- Handling CRM and monitoring other property advertisement portals (Property Finder, Bayut, and Dubizzle.
- Answering inquiries, and assisting clients.
- Collecting documents and keep in the records
- Listing of advertisements in the portals
- Handling of Social media
- Making invoices and following up on the payment
- 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

COMPUTER PROFICIENCY

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

OF

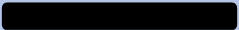

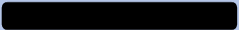
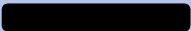
AREA OF INTEREST

- Administration
- Reception
- Accounts
- Office jobs

PROJECT

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

LANGUAGES KNOWN

English		100 %
Hindi		75 %
Malayalam		100 %
Tamil		85 %

INTERESTS



Songs



Travelling



Games

REFERENCE

- Mr Coir Agencies
Administration
Cont. no: 9496591160

ACCOUNTS ASSISTANT CUM RECEPTION | June 2022 – October 2022

CITY MAN CONTRACTING LLC (Damascus Street ,AL Qusais Plaza - Dubai)

- 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)

MRCOIR 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.
- 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 : Married
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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