



# AMALA THOMAS

## RECEPTIONIST

### About Me

To Build a Career in Finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.



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DIP 1, Dubai

### LANGUAGE

- English
- Malayalam

### EXPERTISE

- Knowledge in Tally ERP 9
- Good Communication
- Critical thinking & problem solving
- Strong attention to detail
- Time management

### EXPERIENCE

Aji accounting pvt ltd | Place: India

Time Duration: 1 year

- Post and process journal entries to ensure all business transactions are recorded.
- Assist with reviewing of expenses as assigned.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Reconcile account payable and receivable.

### PROJECT

A study on the work-life balance of married women employees in textile shops

### EDUCATION

Mahatma Gandhi University

Master of Commerce

2018-2020

Mahatma Gandhi University

Bachelor of Commerce

2013-2016