



## PROFILE INFO

Accountant with 3+ years of experience, including 8 months in Dubai (Cashier & Accountant at Y62 Auto Service). Skilled in Tally, QuickBooks, Excel, and financial reporting. Strong in bookkeeping, payroll, and account reconciliation, with focus on accuracy and efficiency. Seeking to contribute my skills in Dubai's growing financial sector.

## EXPERIENCE

**2021-2022**

Samsung Mobile Care Centre, UGF 02, Shree Pratap tower, Kanpur Rd, Sector B, Bargawan, LDA Colony, Lucknow, Uttar Pradesh 226012

**Bookkeeping**

- Oversaw daily financial activities, including transaction reconciliation and financial statement preparation.
- Provided insights to improve cost efficiency and profitability for the organization.

**2023-2024**

Karbala, Road, Raja Mohalla, Gonda, Uttar Pradesh 271003

**Accounting**

- Managed financial data for over 100+ clients, ensuring 100% accuracy in debit/credit entries.
- Streamlined monthly P&L statements, reducing preparation time by 15%.
- Collaborated with teams to resolve late payments, improving client relationships.
- Ensured compliance with financial audit standards and prepared management reports.

**Cashier & Accountant – Y62 Auto Service, Dubai, UAE**

Mar 2024 – Present

- Managed customer billing, cash handling, and POS transactions.
- Prepared daily sales reports and maintained payment reconciliation in Excel.
- Handled accounts record keeping and expense monitoring.
- Delivered effective customer service and resolved queries efficiently.

## REFERENCE

## EDUCATION

2019 | Meena Shah Institute of Technology & Management, Gonda

**Diploma in Software Applications**

This diploma provided hands-on training in essential software tools, including MS Office, Tally, and QuickBooks. It focused on data management, accounting software, and administrative tasks, equipping students with practical skills for office and accounting roles.

2023 | MAULANA ABUL KALAM AZAM  
**Bachelor of Art (B.A)**

B.A. degree can pursue various career paths in fields such as education, journalism, public relations, social work, business, and the arts.

## SKILLS

- Expertise in International Accounting Standards (IAS/IFRS)
- Financial Analysis and Reporting
- Taxation and Regulatory Compliance
- Payroll Management and Reconciliation
- Proficient in Accounting Software: Tally, QuickBooks, SAP ERP, Excel
- Bookkeeping and Data Entry
- Budget Preparation and Cost Analysis

## LANGUAGES

- English (basic)
- Hindi