

MARY SINDHU

ACCOUNT ASSISTANT

+971522490430

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MBZ, Zone-20, Villa-48, Abu Dhabi, UAE

PROFILE

Detail-oriented and reliable Account Assistant with hands-on experience in maintaining accurate financial records, generating invoices and bills, supporting account reconciliation, and assisting in overall finance operations. Strong in administrative support, financial documentation, and working with accounting software. Seeking a stable opportunity where I can contribute my skills to an efficient and organized finance department.

EDUCATION

**SATHYABAMA UNIVERSITY,
CHENNAI, INDIA**

M.Sc. Software Engineering

2008 - 2012

WORK EXPERIENCE

Assistant Accountant

Infosoft Tech Website Design , Abu Dhabi, UAE

2024 May - 2025 May

- Generated invoices and bills, maintained accurate financial records.
- Managed petty cash transactions and recorded day-to-day expenses..
- Assisted with data entry and reconciliation of financial statements.
- Followed up with clients regarding pending payments and billing clarifications.

Office Assistant

Spangles Info Tech, Nagercoil, India

2022 - 2023

- Help with daily office work like filing, typing, and answering phone calls.
- Support staff and keep the office organized and running smoothly.

Document Controller

Femtosoft Technology, Nagercoil, India

2021 - 2022

- Maintained both physical and digital filing systems for easy tracking.

TECHNICAL SKILLS

- Invoice/Bill Generation
- Accounts Payable & Receivable
- MS Excel & Word
- Data Entry & Documentation
- Time Management
- Effective Communication
- Team Collaboration

COMPUTER SKILLS

- MS Excel (Formulas, Data Entry)
- MS Word (Document Creation & Formatting)
- MS PowerPoint (Presentation Design)

LANGUAGES

- English
- Tamil
- Malayalam