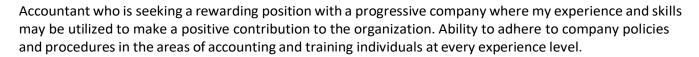
UNAIS.K

ACCOUNTANT

+971 508289249

unais5676@gmail.com

Objective



Work Experience

<u>Ievech Online Services PVT LTD</u> - JULY 2020 to NOVEMBER 2021, JULY 2022 to Present.

Accountant

- Prepared book keeping and monthly confidential reports
- Bank Reconciliation and preparing accurate and informative statement
- Verification and Approval of all payment vouchers, sales invoices, purchase invoices before data entry and ensuring compliance and accuracy
- Updating and issuing invoices.
- Ensures timely delivery and collection of documents
- Updating Receipt and Payment
- Computerized data analysis
- Verifying party statement
- General office duties and administrative tasks
- Timely filing of GST and Ensuring GST compliance

Hexa International - 30 DECEMBER 2021 to 31 MAY 2022 (Temporary)

Assistant Accountant

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Support the month end close process.
- Collect, Categorize, Calculate, Verify and Enter data to maintain accurate records
- Assist with VAT filings and returns.
- Accounts payable duties including receipt of invoices, coding for appropriate expense disbursement, data entry.
- Responsible for timely, monthly and annual closing by performing journal entries and reconciliations.

Education

BACHELOR OF COMMERCE - B COM

SIR SYED INSTITUTE FOR TECHNICAL STUDIES



SAP FICO

ALMIS ACADEMY

04/2020 - 09/2020

GOOGLE DIGITAL MARKETING

ONLINE COURSE

Skills

- MS OFFICE
- DATA ENTRY
- SAP FICO
- TALLY ERP 9

Projects

Customer Satisfaction towards Samsung Mobiles

(11/2018 - 02/2019)

Personal Information

Nationality : India

Date of Birth : 10th March 1998 Visa Status : Tourist Visa Passport No. : P1501858

Interests

TravellingPhotographySports

Languages

MALAYALAM
ENGLISH
(NATIVE)
(PROFESSIONAL)
(LIMITED)

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.