



GEETHU M K

Mobile:+971 564505639

E-mail: geethumk2016@gmail.com

Visa Status: family visa

Career Objective

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

Professional Experience

Gory construction engineers & contractors ,india

Designation: junior accountant

Experience 2 year

Duties & Responsibilities

- Programme arrangement and preparing financial statement.
- keep account payable and accounts receivable filling system .
- Coordinating and multi-tasking job duties in a busy environment.
- keep GST accounts and prepare tax returns .
- manage fixed assets accounting depreciation calculation .
- present periodic and quarterly accounts reconciliation .
- Preparing manual and computerized cash & bank statement and prepare GST & VAT accounting.
- organize periodic and quarterly reports .
- manage timely and accurate payments of rent in accordance with contractors .
- prepare purchase and sales transactions .

Educational Credentials

B.com from Kannur University, India in 2016.

Technical Skills

MS Office
Peachtree

Tally ERP
Quickbook
Foreign Accounting
GCC

Personal Profile

Nationality : Indian
Date of Birth : 20th May 1996
Sex : Female
Marital Status : Married
Passport No : R5523343
Languages known : English, malayalam

Declaration

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

GEETHU M K

Date:

Place: