

# Rasi Amith

Al jafliya

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To obtain a challenging position in the service industry that utilizes my education skills and experience towards the growth of the esteemed organization that can offer opportunities and challenges for professional growth and team spirit.

## Work Experience

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### **Receptionist cum Accountant**

Beauty Connection Spa - Dubai, AE

December 2019 to Present

UAE

1 year experience as an Accountant at Lucky Supermarket, Kerala India

2 year experience as an Accountant at Ayursoukya Kanhangad, Kerala India

Dutys and Responsibilities:-

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.

## Education

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### **Bsc in Computer science**

CAS kumbala - Kasargod, Kerala

June 2013 to March 2016

## Skills

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Ms excel, Microsoft Office, Ms word, Printing, Scanning, Data entry

## Additional Information

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Skills:-

- Good Communication skills, Work well in all levels of Management.
- Motivated and hardworking
- Individual. Skilled in problem solving
- Proven ability to work under pressured
- Environment with less supervision.
- Excellent customer service
- Public relation skills.