



# MARIYA RAPHEL

ACCOUNTANT



+971 504657832



mariyaphel28@gmail.com

Muhaisnah 4

Al Qusais, Dubai

## PERSONAL DETAILS

### Visa status

90days visiting visa

Date of birth : 01/10/1997

Gender : Female

Nationality : Indian

## LANGUAGES

English

Malayalam

Hindi

## SKILLS

GST

MPOS

TALLY

WORD

SAP

Account analysis

## ABOUT ME

Skilled in data processing and documentation analysis. Seeking a challenging opportunity in an environment where I can utilize my strong Organizational skills, educational background which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as Collaborative team member.

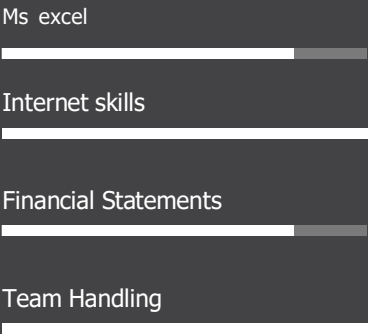
## WORK EXPERIENCE

### 1 YEAR

#### ACCOUNTANT

#### D' home Design & Decor / Oushadhi jn

- Reviewed all and payments received and resolved any billing errors to mitigate outstanding accounts.
- Analyzed operational processes and made adjustments to ensure compliance with established standards.
- Managed daily accounting tasks including tracking business expenses, paying invoices and preparing bank deposits.
- Ensuring that information is accurately collated & entered into systems.
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Prepared quotation to clients.
- Coordinate audits in accordance with internal and external procedure
- Reconcile invoices to purchase orders and bill customers
- Ensuring that information is accurately collated & entered into systems.



E D U C A T I O N

**BBA (BACHELOR OF BUSINESS ADMINISTRATION)**

ST. Mary’s college of commerce and management studies / Thuruthiply / 2019

**PLUS TWO**

Nirmal jyothi college / Perumbavoor / 2016

**SSLC**

Govt. Higher secondary school / cheranalloor / 2014