

## **Curriculum Vitae**

**DHANASREE R.P**

Dubai, UAE

[ghanasreerp@gmail.com](mailto:ghanasreerp@gmail.com)

Mob: +0589998275



### **CAREER OBJECTIVE**

Having a professional attitude and ability to be flexible and handle changes in a positive manner, possessing excellent communication, leadership and organizational skills. Keen sense of responsibility, solid professional standards with excellent track record of dependability. I am seeking a position in an organization of high repute that seeks an ambitious and career conscious person, where acquired skills and education skills can be utilized towards continued growth and advancement.

### **FIELD OF EXPERTISE**

- ❖ Inventory
- ❖ General Accounting
- ❖ Accounts Receivable & Payable
- ❖ Bank Reconciliation
- ❖ Petty cash
- ❖ ERP & Biz care
- ❖ VAT

### **PROFESSIONAL EXPERIENCE**

#### **➤ Lavanya Tours & Travels Thikkodi**

Designation: Assistant Accountant/ Sales Assistant

Period: 01/01/2020(Jan) - 20/10/2021(Oct)

- ❖ Ensure all activities for daily Operations
- ❖ Customer service duties
- ❖ Handling Petty cash & Recording the daily transaction
- ❖ Enter and reconcile cheque cashed to Accounting software monthly
- ❖ Respond to supplier account inquiries as required on time
- ❖ Preparation of Bank Reconciliation

➤ **Hydro Power Trading LLC Dubai, UAE**

Designation: Assistant Accountant

Period: 14/02/2019 (Feb) - 03/08/2019 (Aug)

- ❖ Preparing final Accounts at Quarterly basis
- ❖ Maintaining Bank Reconciliation Report monthly
- ❖ Handling the Accounts of Petty cash Voucher
- ❖ Handling Accounts Receivable and Payable
- ❖ Ensure Invoice payments
- ❖ Issue credit note
- ❖ Bookkeeping

➤ **Horizon Institute of Technologies Koyilandi**

Designation: Accountant

Period: 12/7/2018 (Jul) -10/2/2019 (Feb)

<b>EDUCATIONAL QUALIFICATION</b>
----------------------------------

- Pursuing Additional Specialisation in Co- operation
- **2016-2018** : Completed M-COM from Holy Cross Institute of Management studies, Calicut university, Calicut, Kerala
- **2013-2016** : Completed B-COM Computer Application From Sreenarayana college Vadakara, Calicut university, Calicut, Kerala

<b>ACADEMIC PROJECT</b>
-------------------------

- ✓ A Study on Job satisfaction at EVM Automobiles pvt.ltd
- ✓ A Study on Consumer Awareness and Effectiveness of online payment system with special reference to PAYTM

<b>PROFESSIONAL SKILLS</b>
----------------------------

- Tally ERP 9, SAP TFIN 50 & TFIN 52
- Good in MS Excel , office & Word
- Good administrative skills
- Resourceful in completing projects and efficient in multitasking
- Skilled in using COMPUTER SOFTWARES.

## **ROLES AND RESPONSIBILITIES**

- ✓ Proficient in creating reports from gathered data
- ✓ Proficient in MS office, internet and Email Applications, Tally ERP 9
- ✓ Good at effectively communicating projects to managers and clients
- ✓ Proficient in tracking cost
- ✓ Proficient in English and Hindi languages

## **TRAINING AND SEMINARS**

- Completed SAP finance Accounting
- Attended a seminar on Demonetisation

## **PERSONALITY TRAITS**

- Highly Motivated & eager to learn new things
- Ability To Handle Pressure
- Good communication skill
- Adaptability

## **OTHER ACHIEVEMENTS**

- Was a member in National Service Scheme (NSS)

## **PERSONAL PROFILE**

Date of birth : **22/12/1995**

Marital status : **Single**

Languages known : **English, Malayalam & Hindi**

Passport no : **T0192837**

Covid Vaccine : **Vaccinated**

Nationality : **Indian**

Visa status : **Permanent visa**

## **REFERENCES**

Available on request