

CONTACT



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Zaina building, near Muzalla park, Al Sahara street, Rolla sharjah.
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EXPERIENCE

01-04-2018 - 31-
7-2019

Watheen house of dry fruits and nuts

Accounts assistant

- Maintaining sales and purchase details of suppliers
- Preparation of LPOs and releasing as per the Requirements
- Preparing VAT documents and daily cash transactions.
- Maintain files and records with effective filing systems.
- Preparing salary sheets of employees and processed through wps system.
- Meeting with suppliers and finalise the order
- Handling petty cash, booking expenses, receivables and payable statements.
- Supporting month and year end closing processes
- Monitor and generate report for all staff attendance.

EDUCATION

2015-2018

Kerala university

Bcom commerce with computer application

SKILLS

*Team player *Analytical skills *Decision making skills *Problem solving
*Communication Skill *Creative *Time management skills *Marketing skills

PROJECTS

Website creation

PROJECTS DONE

Project Name: A website creation for Popular Hyundai

Duration: 1 months Role: Team Leader. Team Size: 4

LANGUAGE

*English *Hindi *Tamil *Malayalam

PERSONAL INFORMATION

Date of Birth : 24/10/1997

Marital Status : Single

Nationality : India

Visa status : Visit visa

Visa expiry : April 2020

PERSONAL STRENGTH

- *Leader ship
- *Goal oriented
- *Creative
- *Positive attitude

COMPUTER SKILL

- *MS OFFICE
- *TALLY ERP 9
- *HTML
- *GST

DECLARATION

I hereby declare that all the statements above furnished by me are true and correct to the best of my knowledge and belief.