



U.A.E

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BLESSY MATHEW

Goal oriented and motivated professional have more than 3 years of experience in India. Seeking an opportunity with growing and dynamic organization where I can develop my skills, continue to advance in my career and be able to contribute to the growth and success of the organization.

Positions applied: Accounts/Finance/office assistant

EDUCATION

- **B.com**
Kannur University, 2018
- **Plus Two**
Kerala HSE Board, 2015
- **SSLC**
Kerala State Board, 2013

ADDITIONAL QUALIFICATION

- Professional Diploma in Indian & Foreign Accounting
- IAB (International Association of Book Keepers).
- Practical accounting[manual]& Computerized Accounting
- Diploma in computer application[MS word, MS Excel, MS PowerPoint]from GTEC Computer education
- SAP-Modules
ACKAI-KA for Accounts payable
ACKA2-KA for Accounts receivable
ACKA4-KA for Management accounting

WORK EXPERIENCE:

- ❖ **GTEC College for Advanced Studies, Kerala, India**
Accountant cum office assistant
(Jun 2018 - Feb 2021)
- ❖ **Royal Group of Companies, Nileshwar, Kerala, India: Accountant**
(April 2021 - October 2021)

DUTIES AND RESPONSIBILITIES

- Keeping Account books and systems up to date.
- Monitoring income and expenses, budgets accordingly preparing report to the management.
- Assisting senior officers in preparing year-end financial documents.
- Maintaining manual accounts, cash book, ledger, Receipts Payments etc.
- Cash handling with collection and disbursement, banking and security and also for events at GCAS

POSITIVE TRAITS

- Comprehensive Analytical and problem solving skills.
- Excellent communication skills.
- Good team player.
- Leadership and articulation skills.
- Quick learner and adaptable to new situation.
- Ability to apply discipline, Knowledge and Concepts.

SOFTWARE SKILLS

- Tally erp 9
- Peachtree
- Quick book
- Tread easy
- MS Office

HOBBIES

- Singing
- Cooking
- Listening music
- Reading

PERSONAL DETAILS

Date of Birth : 10th Nov 1996
Nationality : Indian
Gender : Female
Marital Status : Married
Passport No. : T 7711606
Languages known : English, Hindi &
Malayalam
Visa Status : Visit Visa
Visa will expire on 15th May 2022

DECLARATION

I hereby declare that the above given information are correct to my best of knowledge and belief.

BLESSY MATHEW