

# Mumthas Beegam.R

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Address – Dubai UAE



## PERSONAL SUMMARY

*Becoming an accountant isn't something that you just fall into; it requires years of training and a strong set of skills. However, since the paths to accounting are relatively narrow, you will have to work extra hard to set yourself apart. That's why we have put together this list of objective statements specifically designed for people seeking a position in accounting. These statements allow you to personalize resume while building upon a strong structure created to optimize your impact.*

## DUTIES

- *Processing PO Invoices by three way match*
- *Processes high value invoices / critical vendors*
- *Preparation of Bank Reconciliation Statements and MIS reports.*
- *Prepares asset, liability, and capital account entries by compiling and analysing account information.*
- *Documents financial transactions by entering account information.*
- *Recommends financial actions by analysing accounting options.*
- *Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.*
- *Substantiates financial transactions by auditing documents.*
- *Maintains accounting controls by preparing and recommending policies and procedures.*
- *Reconciles financial discrepancies by collecting and analysing account information.*
- *Secures financial information by completing data base backups.*
- *Maintains financial security by following internal controls.*
- *Prepares payments by verifying documentation, and requesting disbursements.*
- *Answers accounting procedure questions by researching and interpreting accounting Policy and regulations.*
- *Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions*
- *Prepares special financial reports by collecting, analysing, and summarizing account information and trends.*

## TECHNICAL SKILLS

Packages	MS Office-Excel, Word, Power Point and Internet
Accounting Packages	<ul style="list-style-type: none"><li>▪ Tally and ERP 9.0</li><li>▪ Peachtree</li></ul>

## PERSONAL PROFILE

Date of Birth : 24-05-1998  
Religion : Muslim  
Marital Status : Single  
Gender : Female  
Nationality : Indian  
Language : English, Malayalam  
Visa Status : Visit Visa (3 months Valid Visa)  
Visa validity : 07/01/2022

## ACADEMIC & PROFESSIONAL QUALIFICATIONS

- *Post Graduated in **MCOM FINANCE***  
*University of Kerala* **70.00%**  
*2019 – 2021*
- *Graduated in **BCOM COMPUTER APPLICATION***  
*University of Kerala* **70.50%**  
*2016 - 2019*
- *Diploma in **COMPUTER APPLICATION***  
*Under Government of Kerala* **90.00%**  
*2021*
- *Diploma in **FINANCIAL ACCOUNTING***  
*Under ministry of Corporate Affairs,* **80.00%**  
*Government of India*  
*2021*

## PASSPORT DETAILS

Passport No : T 8149928  
Date of Issue : 23-08-2019  
Date of Expiry : 22-08-2029

## CONCLUSION & DECLARATION

*I hereby certify that above information is true and correct to the best of my Knowledge and ability. It will be pleasure if you will give me a chance to have an interview in your company.*

**Mumthas Beegam.R**