



# ANEETA CORREYA

## Accountant

### CONTACT

Al Quos, Dubai, UAE

**Mobile:** +971 52 675 5476

[aneetacorreya73@gmail.com](mailto:aneetacorreya73@gmail.com)

### EDUCATION

March 2018

B.COM- Computer Applications

**KMM College of Arts & Science,  
Thrikkakara, Cochin**

CCPA - 6.97

March 2015

Higher Secondary: Commerce

**SNHSS, Thrikkanarvattom,  
Cochin**

77 Percentage

### Software skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Tally
- Zoho Books

### PROFESSIONAL SUMMARY

Experienced Accountant, Professional experience in optimizing productivity, efficiency and service quality across various environments. Highly ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence. To seek and maintain a position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### SKILLS

- Experience working in a team-oriented, collaborative environment.
- Leadership skills.
- Highly motivated self-starter
- Multitasking Abilities
- Time Management
- Accounting skills
- Microsoft Office
- Judgement and Decision Making
- Excellent listening skills
- Exceptional Interpersonal, verbal & written communication skills

### WORK HISTORY

April 2022 – June 2022

**Accountant, Highmoon Furniture LLC,  
Dubai, UAE**

- Maintain accurate accounting records, including journal entries, accounts receivable and accounts payable.
- Perform monthly bank and accounts reconciliations to ensure 100% accuracy of company and bank records.
- Skilfully utilized the company's accounting software to maintain accurate records of daily transactions.
- Maintaining petty cash reports.
- Processing payments.

February 2022 – April 2022 (Temporary)

**Accountant, Caravan Al Maazim Restaurant, Dubai, UAE**

- Documenting all the financial transactions of the restaurant

## **PERSONAL DETAILS**

**Name - Aneeta Correya**

**Date Of Birth - 17-01-1998**

**Age - 24**

**Marital Status - Single**

**Passport No - U5223809**

**Nationality - Indian**

**Visa Status - Visit Visa**

**Email Id - aneetacorreya73@gmail.com**

**Contact - +971 52675 5476**

- Preparing daily sales report.
- Preparing daily and monthly expense statement.
- Verifying day to day payment reports.
- Tracking of inventory on weekly and monthly basis.
- Daily checking of store in and out transaction.
- Preparing Salary Statements.

January 2019 - January 2022

**Admin/Accountant,**  
***Alapatt brothers,*** Ernakulam, IN

- Preparing service invoices to the clients.
- Checking and verifying BOT with data sheet for preparing invoices.
- Follow up of payments.
- Preparing salary statements.
- Preparing ECR returns and payments.
- Preparing ESI returns & processing payments.
- Collecting and updating 'KYC' for Labour, PF & ESI
- Preparing various forms for Kerala Workers Welfare Board and making payments
- Checking and verifying TA statements and processing payments.
- Preparing monthly incentive statement and processing.
- Initiating online payments through Fede-Biz.
- Petty cash management

May 2018 - December 2018

**Sales Coordinator, *Perfect IT Infocom,*** Ernakulam, IN

- Generating quotations, Follow up with clients
- Generating P.O and assist with order processing.
- Monitoring pending collection details.
- Preparing MIS and submitting to the manager.