**Curriculum Vitae- Accountant**

**ANJU V R**

Abu Dhabi

Mussafah, shabiya-11

United Arab Emirates.

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**Career Objective**

 In search of a responsible and challenging position in the field of accounting, to work with a team of professionals, where I get ample opportunity to enhance myself professionally as well as personally, utilizing my skills, knowledge and abilities, while being resourceful, innovative and flexible. Motivated banking professional processing a strong commitment to quality customer service coupled with superb communication skills.

**Key Competencies**

* Cash handling expertise.
* Preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Handling office petty cash for daily transaction.
* Handling purchase and sales accounting.
* Making and issuing employee salary.
* Maintain and control of purchase account.
* Recording of expenses & Purchases and materials delivery.
* Correcting the ledger accounts
* Maintained balancing record with 100% rate of accuracy.

**Experience**

 9 months experience in a private firm as accountant cum cashier

**Academic Profile**

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| --- | --- | --- | --- |
| **Degree** | **Duration** | **University** | **Place** |
| M-com Finance | 2016 - 2018 | Bharatiyar University | India |
| B-Com Finance from Vimala college Thrissur  | 2013 - 2016 | University of Calicut | India |
| XII (2012) from S N Higher Secondary School Thrissur | 2011 - 2013 | Govt. of Kerala Board of Higher Secondary | India |
| X (2011) from S D V H S Peramangalam | 2010 - 2011 | Govt. of Kerala General Education Dept. | India |

**Professional Certification**

* **Certification** – **Tally (ERP 9)**

**Computer Skill**

* Microsoft Word
* Microsoft Excel
* Microsoft Outlook
* Microsoft Power Point

**Personal Traits**

* Ability to learn things fast
* Takes responsibility and creative
* Self-confident with positive mind set
* Excellent time management skills.

**Personal Details**

Date of Birth : 22 August 1995

Linguistic Abilities : English, Hindi, Malayalam, Tamil

Marital Status : Married

Visa Type : Husband Visa

**Declaration**

 I hereby declare that all the above given information is true to the best of my knowledge and I promise to apply my skills to the best, for the efficient growth of the organization.

**Place : Abu Dhabi**

**Date : 16.08.2020**

 **Anju VR**