



MARIYA RAPHEL

ACCOUNTANT



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Al Qusais, Dubai

PERSONAL DETAILS

Date of Birth :01/10/1997
Gender :Female
Nationality : Indian
Marital Status: Single

VISA STATUS

Visiting Visa
Issue Date : 04-06-22
Visa Exp : 15-09-22
Passport No: T 6882640

LANGUAGES

English

Malayalam

Hindi

SKILLS

MS EXCEL

GST

TALLY

WORD

INTERNET SKILLS

FINANCIAL STATEMENTS

TEAM HANDLING

ABOUT ME

Skilled in data processing and documentation analysis. Seeking a challenging opportunity in an environment where I can utilize my strong Organizational skills, educational background which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as Collaborative team member.

WORK EXPERIENCE

ADMIN CUM ACCOUNTANT (3 Months) D' Smart Management Consultancy FZE / (DUBAI)

- Collecting data/information by making outbound calls, responding inbound calls and mails
- Preparing monthly report with collected data.
- Assist with the preparation, analysis and verification of accounting records.

ACCOUNTANT (2 years) D' home Design & Decor / KERALA

- Reviewed all payments received and resolved any billing errors to mitigate outstanding accounts.
- Managed daily accounting tasks including tracking business expenses, paying invoices and preparing bank deposits.
- Ensuring that information is accurately collated & entered into system.
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Prepared quotation to clients.
- Reconcile invoices to purchase orders and bill customers

EDUCATION

BBA (BACHELOR OF BUSINESS ADMINISTRATION)

ST. Mary's college of commerce and management studies / Thuruthiply / 2019

PLUS TWO

Nirmal jyothi college / Perumbavoor / 2016

SSLC

Govt. Higher secondary school / cheranalloor / 2014