



CONTACT INFO



+971 564918076



rincysusan2019@gmail.com



Dubai

HIGHLIGHT OF SKILLS

Accounting Vouchers

Receivables

Accounts Payables

Inventory Controls

Payroll

Deposits

Bank Reconciliation

Cash Flows

Report Preparation

Financial Statements

Documentation

Time Management

Experience Working On

Tight Schedules

RINCY SUSAN ABRAHAM

ACCOUNTANT

Available to join immediately

CAREER OBJECTIVE



To be a successful accounting professional by using my skills and knowledge in the best possible manner and thereby helping organization to achieve its goals and simultaneously accomplish my career growth.

REAL TIME EXPERIENCE



Assistant Accountant

1. National pipe and fittings trading LLC
Umm ramool, Rashdiya, Dubai (5 Apr 2021 to 15 Sept 2021)

2. Kitex Garments Ltd
(Aug 2019 to Feb 2021) Ernakulam, Kerala, India

JOB PROFILE



Prepare asset, liability and capital account entries by compiling and analyzing account information for day-to-day activities

Document financial transaction by entering account information

Prepare and review Vouchers, Quotation, LPO,

Delivery note, Debit note, Credit note, invoices,

Receipts Payments and any other related documents

Ensure that availability of Funds in the Bank and maintain liquidity

Analyze & maintain customer account supplier

account, out standings and review age wise analysis

Manage Payroll, Employee Loan, Advance Salary,

Leave Salary, End of Service Benefits

Maintain salary employee related calculation

including payroll, gratuity, leave salary, bonus and

To update month end closing activity which includes preparation and review off adjustments and closing entry

Manage fixed asset register and maintain all related documents.

Coordinate with external and internal auditors to finalize yearly accounts

Efficient interaction with managerial staffs, bankers, auditors and government authorities

Experienced in VAT Filing

Assisting with special projects as required

Handling other duties as instructed by superior.

EDUCATIONAL QUALIFICATION



Bachelor of Arts (B.A), M G University, Kerala, India

Certificate of International Financial Accounting

(Institute of International Accountants) India

IT SKILLS



MS Excel

Peachtree, Quick book

MS Office

Confident to handle any customized Accounting Software

Tally ERP 9

PROFESSIONAL STRENGTH



Accuracy

Time Management

Creativity

Multi-tasking

PERSONAL DETAILS



Date of Birth : 10.01.1998

Gender : Female

Nationality : Indian

Marital status : Single

Languages Known : English, Malayalam

Visa Status : Visit Visa

REFERENCE



Reference can be provided on demand