



U.A.E

[blessyjanson1996@gmail.com](mailto:blessyjanson1996@gmail.com)

+971 554296272

## BLESSY MATHEW

Goal oriented and motivated professional have more than 3 years of experience in India. Seeking an opportunity with growing and dynamic organization where I can develop my skills, continue to advance in my career and be able to contribute to the growth and success of the organization.

**Positions applied: Accounts/Finance/office assistant**

### EDUCATION

- **B.com**  
Kannur University, 2018
- **Plus Two**  
Kerala HSE Board, 2015
- **SSLC**  
Kerala State Board, 2013

### ADDITIONAL QUALIFICATION

- Professional Diploma in Indian & Foreign Accounting
- IAB (International Association of Book Keepers).
- Practical accounting[manual]& Computerized Accounting
- Diploma in computer application[MS word, MS Excel, MS PowerPoint]from GTEC Computer education
- SAP-Modules  
ACKAI-KA for Accounts payable  
ACKA2-KA for Accounts receivable  
ACKA4-KA for Management accounting

### WORK EXPERIENCE:

- ❖ **GTEC College for Advanced Studies, Kerala, India**  
**Accountant cum office assistant**  
(Jun 2018 – Feb 2021)
- ❖ **Royal Group of Companies, Nileshwar, Kerala, India: Accountant**  
(April 2021 – October 2021)

### DUTIES AND RESPONSIBILITIES

- Keeping Account books and systems up to date.
- Monitoring income and expenses, budgets accordingly preparing report to the management.
- Assisting senior officers in preparing year-end financial documents.
- Maintaining manual accounts, cash book, ledger, Receipts Payments etc.
- Cash handling with collection and disbursement, banking and security and also for events at GCAS

### POSITIVE TRAITS

- Comprehensive Analytical and problem solving skills.
- Excellent communication skills.
- Good team player.
- Leadership and articulation skills.
- Quick learner and adaptable to new situation.
- Ability to apply discipline, Knowledge and Concepts.

## **SOFTWARE SKILLS**

- Tally erp 9
- Peachtree
- Quick book
- Tread easy
- MS Office

## **HOBBIES**

- Singing
- Cooking
- Listening music
- Reading

## **PERSONAL DETAILS**

Date of Birth : 10<sup>th</sup> Nov 1996  
Nationality : Indian  
Gender : Female  
Marital Status : Married  
Passport No. : T 7711606  
Languages known : English, Hindi & Malayalam  
**Visa Status : Visit Visa**  
**Visa will expire on 15<sup>th</sup> May 2022**

## **DECLARATION**

I hereby declare that the above given information are correct to my best of knowledge and belief.

**BLESSY MATHEW**