



# Blessymol

ACCOUNTANT

## CONTACT DETAILS

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Address - Al Karama, Dubai, UAE

## PERSONAL INFORMATION

Date of Birth : 23.05.1983  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Visa Status : Visiting

## SKILLS

Excellent communication skills.  
Accounts Payable  
Accounts Receivable  
Can work efficiently under pressure  
Highly Organized and Accurate

## SOFTWARE SKILLS

MS Office, Excel, Word  
Tally ERP 9

## EDUCATION

Bachelor of Commerce (B.com)  
Mahatma Gandhi University.  
Secretarial Practice- Holy Cross  
Vocational Training Institute Bihar.

## LANGUAGE

English  
Hindi  
Malayalam

## PROFILE

Accountant with a history of accurately and efficiently supporting accounting activities for a diverse range of clientele. 7 years of experience in presenting data, analyzing cost control, providing financial reports, and delivering profit and loss statements under time pressures.

## PROFESSIONAL EXPERIENCE

### ACCOUNTANT

Mattathil Trading Company, Pala,  
Kerala India

Mar 2018 - Jul 2021

- Overall responsibility for all Financial and Management information.
- Ensure that all accounts responsibilities are handled efficiently and effectively
- Prepare financial statements & reports for senior management & statutory bodies. Manage the day to day financial transactions of the company.
- Supervise the whole range of Accounts Payable, Receivable & Budget Preparation.
- Monitor actual performance to budget, and analyze reasons for variances.
- Monitor Payroll and Management Reporting Activity.
- Handle cash management; control petty cash.
- Prepare Project and non project revenue invoices on approved basis.
- Preparing and Verify costing sheet.
- Ensure General Ledger entries are accurate and are in line with Company Procedures

### ACCOUNTANT

Sacred Heart Convent Higher  
Secondary School Mathura U.P India

Oct 2015 - Jan 2018

- Receiving payment by cash, cheques and credit cards.
- Computing and recording transactions and ensuring 100% accuracy for all register transactions.
- Cost accounting. Cost budgeting.
- Payroll, computing salary, other benefits & making necessary arrangement for payment.
- Reconciliation of bank accounts and other suppliers.
- Work as a part of an audit team, reporting directly to the audit director & general audit clerk duties.
- Maintaining cash & ledger books accurately.
- Monitoring all receipts & payment vouchers.
- Maintenance of books on tally package.

### JUNIOR ACCOUNTANT CUM OFFICE ASSISTANT

Centre for Rural Development Society Ballia U.P  
India

Jan 2013- Jul 2015

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Prepare spreadsheets outlining revenues, expenses, and relevant client company information.
- Work in QuickBooks software to prepare clients' companies for tax filing.
- Handling sensitive or confidential confidential client financial information with integrity.
- Preparing cash purchase Invoices daily basis.
- Posting cheques and cash receipts every day.
- Follow up credit customers outstanding balance.
- Making sales and purchase order in monthly basis.
- Banking activities like deposit, withdrawal, fund transfer...etc.
- Preparing income and expense statement in monthly basis.
- Making Inventory reports in monthly basis.