

ANUSREE PARANAV**International city**

Dubai -U.A.E.

Mobile: +971527050287

Email: anusreevs1701@gmail.com

CURRICULUM VITAE**CAREER HIGHLIGHTS**

Working Experience in Tally ERP 9, MS Office Applications & good typing Skills
Good Communication & Interpersonal Skills

OBJECTIVE

To optimally utilize the present abilities, expertise and knowledge in the organization so as to enable the organization to achieve its goal and at the same time to capture opportunities for constant learning and career development.

PROFESSIONAL EXPERIENCE**ACCOUNTANT****2020 March – 2021 January**Organization :

KA TRADERS ANJOOR, Kerala, India

Industry :

Retail

ACCOUNTANT**2021 August - 2021 November**Organization :

Noor al tamam trading llc, ras al khor, Dubai

- Invoice the customer as per the goods delivered
- Responsible for timely collection of customer payment
- Responsible for the safe keeping of PDC cheques and other financial documents.
- Verifying the Vendor Invoices and Entering to system
- Prepare the Cheques for the Vendors Payment
- Petty Cash Management
- Execute financial documents into Accounting Software Tally
- Prepare Quotations as per the customer enquiry
- Generate sales and purchase reports
- Payroll Preparation

EDUCATIONAL QUALIFICATION

Bsc Mathematics: University of Calicut – 2020

Plus Two: Board of Kerala 2017

S.S.L.C: Board of Kerala 2015

COMPUTER KNOWLEDGE

- Certificate Course in MS Office
- Certificate Course in Tally Prime
- Proficient in Internet & E-mail operations

PERSONAL PROFILE

Gender : Female
Nationality : Indian
Visa Status : Husband visa
Date of Birth : 15-07-2000
Marital Status : Married
Languages : English & Malayalam

DECLARATION

I hereby declare that the above-mentioned information's are true and truthful to the best of my knowledge.

place : international city
DATE: 10.07.2021

ANUSREE PARANAV