



Hello! I'm Lanisha.k

ACCOUNTANT CUM ADMIN

To Pursue and excel in a growth-oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.



+971 58 182 3537



lanishehi2010@gmail.com



Dubai

PERSONAL DETAILS

LANISHA .K

07-APRIL-1994

NATIONALITY : INDIAN

SEX: FEMALE

RELIGION : ISLAM

MARITAL STATUS: MARRIED

UAE RESIDENCE VISA: YES

EXPERTISE

ACCOUNTING PROFICEINCY

QUICK ADAPTABILITY & COORDINATION

SOFTWARE EASINESS

GOOD COMMUNICATION

LANGUAGES KNOWN

- ENGLISH
- MALAYALAM
- HINDI

SOFTWARE KNOWN

TALLY

PEACH
TREE

MS
OFFICE

QUICK
BOOK

TRADE
EASY

EXPERIENCE

2019-2022

ADMIN & ACCOUNTS

ONYX MARBLES THRISSUR

- ACCOUNTANT CUM ADMIN
- RECEPTION & CUSTOMERCARE

PROFESSIONAL QUALIFICATION

DIPLOMA IN FINANCIAL ACCOUNTING **BHARTIAR UNIVERSITY**

LOGISTICS

**SRI SHANKARACHARYA
INSTITUTE**

EDUCATION

2021-
(PURSUING)

M.COM
MADRAS
UNIVERSITY

2011- 2014

B.COM
MADRAS
UNIVERSITY

JOB ROLE

- Ensure that company accounting records are prepared and updated accurately in a timely manner.
- Compile financial information to prepare entries to the system. Data Entry in Accounting Software of all accounting records.
- Preparation of Leave Salary, Gratuity, Final settlements and dispatch.
- Assisting in Finalization of Financial Statements. Preparation of Monthly payroll and processing
- Maintenance of Assets and Inventory list. Monitor and review accounting and related system reports for accuracy and completeness.
- Preparing Cash/Debit vouchers, Journal Vouchers, Receipt Vouchers & computing Accounting Software.
- Liaison with External auditor in finalization of accounts.
- Planning and preparation of monthly Budget. Handling of Petty cash and Preparation of statement.
- Preparation of quotation, purchase order, Delivery note, Invoices and Debt out standing statement.

DECLARATION

I hereby acknowledge that the above information is true and correct to the best of my knowledge, and references will be provided upon request.

LANISHA.K