

AMTHUL THUNSHA

Office Admin

PROFESSIONAL SUMMARY

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

PROFESSIONAL EXPERIENCE

Office Admin Cum Accountant **Nov 2019- Present**
Ultra-Magic Building Cleaning Services LLC, business bay, Dubai, UAE

Job Description:

- Handling Accounts Report Transactions through TALLY ERP 9
- Ensure reports are balanced and records are properly maintained
- Perform weekly and monthly billing processing for several divisions.
- Responsible for taking collections and posting payments correctly.
- Supervising complete administration and setting up new offices, etc.
- Ensuring maintenance of optimum inventory levels and maintaining business relations with vendors for the
- procurement of necessary items for the office.
- Overseeing Administrative functions like vendor management, Bill processing, Housekeeping, Canteen management,
- Managing company assets and financial expenditures.
- Preparing financial documents such as invoices, tax filings, and monthly profit reports.
- Maintaining files on account receivables and updating records as required.

Accountant **1 year**
Gunebo Sealock Trade Links, Calicut, Kerala, India

Accountant **6 months**
MPB Construction, Calicut, Kerala, India

Accountant **1 Year**
Southern Marketing, Kerala, India



CONTACT INFORMATION

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Al Jafliya, Dubai, UAE

CORE COMPETENCIES

- ❖ Process improvement
- ❖ Underwriting and adjustments
- ❖ Reporting skills
- ❖ Accounts Receivable & Payable Specialist
- ❖ Systems and Process Management
- ❖ Professional integrity
- ❖ Time Management
- ❖ Accuracy
- ❖ Excellent communication skills
- ❖ Flexible and Adaptable to changes
- ❖ Highly Organized and Accurate

SOFTWARE SKILLS

- ❖ MS Office
- ❖ Adobe Photoshop
- ❖ Tally ERP9

PROFESSIONAL & ACADEMIC QUALIFICATIONS

- **B Com co-operation**
Calicut University
2014-2016
- **Plus Two**
Higher secondary education Kerala
2012-2014
- **S.S.L.C**
Board of education, Kerala
2010-2011

DECLARATION

I hereby declare that the above statements are true and current as best of my knowledge and belief, I hope that above written will suit to your requirement. I will be grateful to you if you give me a chance to work under your kind control.

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Malayalam

PERSONAL INFO

- ❖ Date Of Birth : 09-05-1995
- ❖ Nationality : Indian
- ❖ Marital Status : Single
- ❖ Passport No : T8666613
- ❖ Expiry date : 03-11-2029
- ❖ Visa Status : Employment Visa

REFERENCE

Provided upon request