

# SIFANA

## ACCOUNTS ASSISTANT / ADMINISTRATOR

### PROFILE

*I would like to offer my candidature for a suitable post where my computer knowledge and skill can be utilised and enhanced. Enclose my Bio-Data, and I hope my particulars will be of interest to you. I shall be most grateful if you kindly extend me an opportunity to prove my mettle and, to serve your esteemed organisation.*

### EDUCATION

On Going		B.Com
2015		Plus Two - Humanities
2013		SSLC

### WORK EXPERIENCE

2018 - Present	<b><i>Accountant/Admin Assistant MAK MARKETING (V STAR DISTRIBUTION)</i></b> <ul style="list-style-type: none"><li>•!• Prepares journal entries, cash, and inter-fund transfer</li><li>•!• Writing up forms and manuals for Accounting and book keeping personal</li><li>•!• Controlled accounts payable and accounts receivable</li><li>•!• Keeping financial control records for expenditures, allotments receipts, and encumbrances</li><li>•!• Insuring that all invoices and staff reimbursements are paid accurately</li><li>•!• Accounting in tally ERP9 of different expenses and income bills with different taxes like GST ,and TDS</li><li>•!• Preparing GSTR-1 and GSTR-2 reports through tally ERP 9</li><li>•!• Prepared summaries of current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports</li></ul>
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### CONTACT

- +971501871557
- Shifaa321@gmail.com
- Abu Dhabi, UAE

### PERSONAL DETAIL

- Husband Nishad KP
- Date of Birth 08-12-1996
- Sex Female
- Religion Islam
- Address MP House  
Payyanakkal Padanna  
Valappu PO kallai Calicut
- Passport No. S58925246
- Marital Status Married

### KEY SKILLS

- Basics and advanced excel
- Day to day accounting in tally
- Goods and service tax (GST)
- Financial statements bank reconciliation and general ledger expense
- Microsoft word excel ,access power point ,tally
- Keeping accounts of customers (DEBITORS)
- Keeping accounts of suppliers (CREDITORS)
- Email, internet

### SKILLS

TALLY+PEACH TREE+QB/  
DACA EASY

Strong Organization Skill /  
Ability to work under pressure

Quick to learn with  
Excellent Retention Power