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## SANGEETHA MATHEW

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Email: Sangeetharobin5@gmail.com

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### ACADEMIC QUALIFICATIONS

2016 -Master of Commerce  
( Annamalai University)

2012-Bachelor of degree in  
commerce (Kerala University)

2009-Higher secondary, commerce  
(Central Board of Secondary  
Education)

2007-SSLC (Central Board of  
Secondary Education)

### LANGUAGE PROFICIENCY

English : Good  
Tamil : Good  
Hindi : Good  
Malayalam : Native

### PERSONAL DETAILS

Date of Birth : 28.07.1991  
Nationality : Indian  
Religion : Christian  
Marital Status : Married

### PASSPORT DETAILS

Passport no : K5677387  
Visa Status : Visit Visa  
Date of issue : 17.02.2022  
Date of expiry : 13.05.2022

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### CAREER OBJECTIVE

Seeking a challenging position that gives me an opportunity to prove my creativity and combine my skills and talents with my president desire for knowledge and experience.

### PERSONAL PROFILE

- Reliable, patient and result oriented with a clear vision
- Leading and dealing effectively with people at all levels
- Proficiency in the usage of Computer software & active team player.
- Ability to learn quickly and adapt to changing environments.
- Time responsibilities
- Correspondence through Internet and Email
- Ever ready for accepting challenging task

### PROFESSIONAL EXPERIENCE

2018 July – 2020 July : Executive Assistant cum Secretary  
Quality Aluminium & Glass Co  
Sharjah

2015 May - 2016 December: Account Assistant  
National Games Kerala, India

2013 April – 2015 February: Customer Service Executive  
Muthoot Fincorp Kerala, India

Seeking Position : Seeking job in Finance and Accounting Department

## **ROLES AND RESPONSIBILITIES**

### **ROLE ACCOUNTANT RESPONSIBILITIES**

- Handling General Accounts.
- Maintaining accounts in Tally ERP 9
- Preparing GST bill, Sales tax and GST filing
- Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement etc.
- Substantiates financial transactions by auditing documents
- Interact with External auditors and Internal auditors in completing audits.
- Prepares payments by verifying documentation and requesting disbursements.
- Analyzing revenue and expenditure trends.
- Handling cash and act as a cashier.
- Maintaining cash and bank activities like Bank transactions, Deposits, Withdrawal, Transfers.
- Responsible for planning and allocating daily assignment, reviewing work, customers dealing.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Performing any other duties assigned by the top authorities

### **TECHNICAL SKILLS**

- Diploma in Computer Financial Accounting
- MS Office packages
- Tally
- Peachtree Accounting

### **DECLARATION**

I hereby solemnly declare that the information provided in the resume is true and correct to the best of my knowledge and belief.

**SANGEETHA MATHEW**