



ANCY VITUS

ACCOUNTANT



+971-52-933-7494



Dubai



ancyvitus@gmail.com



www.linkedin.com/in/ancyvitus

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

CORE STRENGTHS

- Book Keeping
- Customer Service Skills
- Filing/paper management
- Interpersonal Communication
- Adaptability
- Time Management
- Attention to detail
- Spreadsheet Proficiency

TECHNICAL SKILLS

1. MS Office Suite
2. Google Suite
3. Tally ERP 9
4. JAVA
5. HTML
6. C++

LANGUAGES

1. English
2. Malayalam
3. Tamil
4. Hindi

PERSONAL PROFILE

Phone: +971529337494

Email: ancyvitus@gmail.com

Linkedin: www.linkedin.com/in/ancyvitus

Location: Dubai

Date of birth: 16/03/1999

Visa Status: Visit Visa

Nationality: Indian

EDUCATION

University of Kerala

B.COM Bachelor of Commerce in Finance
2016 - 2019

The Institute of Cost Accountant of India

CMA - Cost Management Accountant
2019 - Present (Pursuing)

CERTIFICATIONS

The Institute of Cost Accountant of India

Certificate in Information Systems for Auditing Cost
Management & Financial Accounting (2021)

WORK EXPERIENCE

Accountant and Admin

Verbat Technologies, June 2021 - August 2021

- Find and use accounting data to resolve accounting problems and discrepancies
- Compile & update Weekly reports for payments, income, expense, and attendance
- Perform all necessary account, bank, and other reconciliations
- Prepare, review, and reconcile documents according to Admin & Finance Policies and Procedures
- Process invoices and payments on a timely basis
- Maintain bank transfers and related documents and files
- Passing entries for purchases on a daily basis

Subject Matter Expert in Commerce

Animations Media, Technopark, Trivandrum
July 2020- March 2021

- In-depth knowledge of the core commerce subjects, accountancy, business studies, and economics.
- Have a thorough understanding of the facts, concepts, theories, and principles
- Have good conceptual knowledge especially in the concerned subjects up to class 12
- Prepared and analyzed accounts and business plans
- Preparation of notes on Accounting topics

ACHIEVEMENTS

JEROMIA 4.0 - National Level Management
Fest - Second Position in Marketing game