

**AMINA MOHAMED  
THAHA**



**Mobile:** +971527989181

**Email:**  
[hadhimehddhi3@gmail.com](mailto:hadhimehddhi3@gmail.com)

**Gender:** Female

**Status:** Married

**Date of Birth:** 25-03-1997

**Nationality:** Indian

**Languages Known:**  
English, Hindi Tamil and  
Malayalam

**Permanent Address:**  
Ansari Manzil ,  
Thottikkallu ,Perumkulam  
P.O, Alamcode ,  
Trivandrum, Kerala India-  
695102

**Passport No:** V8784935  
Issue Date: 01-04-2022  
Expiry Date: 31-03-2032

**Visa Status:**  
Visit Visa

## Professional Objective

To obtain a challenging position in accounting which will be matching with my qualification, experience and willing to take a new challenges and produce results with a team spirit.

## Synopsis

- **TALLY WITH WORD PROCESSOR**

## Education Qualification

Course	SPECIALIS ATION	SCHOOL/COL LEGE
<b>M.COM</b>	General	Annamalai University
<b>B.COM</b>	Co-operation	Kerala University.
<b>Higher Secondary (Plus Two)</b>	Commerce	Govt. Girls Higher Secondary School Attingal/ Trivandrum
<b>SSLC</b>	General	K.T.C.T. Higher Secondary School, Trivandrum.

## Technical Skills

- MS Excel
- MS Word
- Excellent Problem Solving and Communication Skills
- Data Entry

## Professional Experience

**Company :** B M FANCY  
**Designation :** Cashier with Accounts  
**Place :** Trivandrum  
**Period :** 13<sup>th</sup> May 2020 to 24<sup>th</sup> Dec 2021

## **Responsibilities:**

- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closing.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Manage balance sheet and profit/loss statements.
- Report on the company's financial health and liquidity.
- Comply with financial policies and regulations.

## **Personal Skills**

- Packages : MS Office

## **Availability**

- Immediately

## **Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief. If a chance is given to me, I assure you that I shall put my best. .

Place: DUBAI  
Date:

*Yours Faithfully*  
AMINA MOHAMED THAHA