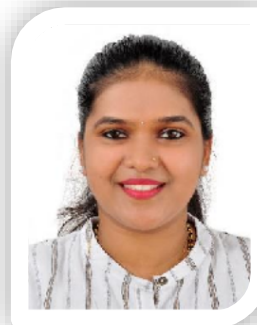




Curriculum Vitae

PERSONAL PROFILE

Full Name : NAVYASHREE
Date of Birth : 19-07-1994
Passport No : W0399304
Nationality : Indian
Gender : Female
Visa Status : Husband Visa (Expiry Date: 06/11/2024)
Mobile : +971 566625258
Email : rathnakarnavya@gmail.com
Address : Dubai, UAE



Position: Accountant / Cashier

OBJECTIVES

To seek challenging career with a dynamic organization that offer the opportunities knowledge and abilities to explore and grow and enabling me to contribute positively towards the organization Profitability goals and objectives

WORKING EXPERIENCE

Company : FALCON PHARMA - INDIA
Position : Accountant Cum Billing Executive
Duration : 7 years

Duties:

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage balance sheets and profit/loss statements
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Maintain clean and tidy checkout areas
- Greet customers at the store and provide them with information on their required products
- Lead customers to desired shelves or aisles and assist them in locating products
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have

EDUCATION

- Bachelor of Computer Application - April 2015
- PUC - March 2012
- SSLC - April 2010

LANGUAGE SKILLS

English, Hindi, Malayalam, Kannada

SKILLS

- ❖ Enthusiastic, flexible and capable of working on own initiative.
- ❖ An ability to work to deadlines whilst ensuring accuracy and efficiency.
- ❖ Capable of working in a manner conducive with the production of high quality data.
- ❖ Able to work fast and also accurately.
- ❖ Working individually as well as in a team.
- ❖ Capabilities of working with supervision.
- ❖ Ability to work under pressure.
- ❖ Ability to stand for a long period of time and physically fit.
- ❖ Excellent interpersonal and communication skill.
- ❖ Strongly believe in teamwork.
- ❖ Flexible and adaptable to different working environment.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief and nothing has been concealed or distorted