



# AMINTA CARMEL

## ABOUT ME

Seeking a suitable position in Accounts & Finance with a reputed organisation, where my education and experience can contribute to the enrichment of myself and growth of the organisation

### EMAIL:

amintastinjo95@gmail.com

### MOBILE:

+971 553382854

## SOFTWARE

Microsoft Office  
Packages  
Tally ERP

## LANGUAGES

English, Malayalam  
Hindi & Tamil

## REFERENCES

Reference can be  
provided on demand.

## EDUCATION

- Bachelor in Science  
M.G. University
- Plus Two  
Board of Kerala
- SSLC  
Board of Kerala

## WORK EXPERIENCE

2017

(Kochi-India)

Organisation : M/s. ACCOUNTS

(Accounts contractors provide high quality and specialised accounting services to various industries)

Post held : Accountant

Nature of Work : Manual & Computerised Accounting

2019

(Abu Dhabi)

Organisation : LULU INTERNATIONAL  
EXCHANGE. UAE

Post held : Cashier

## **JOB PROFILE**

- Compile and analyze financial informations and documents to prepare books of accounts and its finalizations.
- Maintenance of Day book and Ledgers.
- Maintain cash and accurately record cash transactions.
- Prepare Income Statement and Balance Sheet.
- Preparation of Cash flow and Fund flow statements.
- Preparation of projected and provisional Balance sheet.
- Payroll preparation and accountmg.
- Checking time sheets and preparing payroll sheet based on monthly attendance report.
- Preparation of Purchase and Sales registers .
- Monitoring Payables and receivables produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and in company accounts.
- Debtors and inter company accounts.

## **PROFESSIONAL SKILLS**

- \* Time Management
- \* Work under Pressure
- \* Team Player
- \* Self motivated & Self learner
- \* Accuracy

## **PERSONAL DETAILS**

Date of Birth	:	02/05/1995
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Christian
Passport No	:	R3519626
Date of Issue	:	21/08/2017
Date of Expiry	:	20/08/2027
Emirates ID no.	:	784-1995-7960972-0
Date of Expiry	:	13/10/2023

