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Vishnupriyapriyac@gmail.com



Shabiya12,Mussafah,

Abu Dhabi, UAE

## PERSONAL DATA

Nationality: Indian

Marital Status: Single

DOB: 20/10/1999

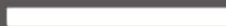
Visa Status: Visit

## SOFTWARE SKILLS

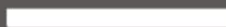
Tally ERP9



MS Excel



MS Word

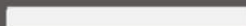


MS PowerPoint



## LANGUAGES

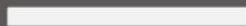
English



Hindi



Malayalam



## KEY SKILLS

- Communication
- Teamwork skills
- Presentation
- Procurement
- Recruitment
- Logistics
- Adaptability
- Data Entry
- Interpersonal Skills
- Problem Solving
- Tax Filing
- Team work skills

# VISHNUPRIYA C R

## CAREER PROFILE

A dedicated individual having experience as Accountant assistant with good communication skill, looking for a career with demands the best of my professional ability in terms of practical and analytical skills and helps for the growth and development of the organization.



## EDUCATION

### Master's Degree ( Mathematics )

2022

SVR Nss College, kerala

Mahatma Gandhi University Kerala, India

### Bachelor's Degree (Mathematics )

2020

PRDS College Of Arts and Science, Kerala

Mahatma Gandhi University Kerala, India

### HIGHER SECONDARY SCHOOL EDUCATION

2017

Govt.Hither Secondary School, Kerala

State Board of Higher Secondary Education , Kerala, India

### SECONDARY SCHOOL EDUCATION

2015

St. Teresa's Girls High School, Kerala

State Board of Secondary Education, Kerala, India



## EXPERIENCE

### Accounts Assistant

From August 2020- October 2020

Hitech Computers

Kottayam, Kerala, India



## DUTIES & RESPONSIBILITIES

- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.



## OTHER QUALIFICATIONS

- Accounting with Tally.ERP9, Tally Prime
- Certification in Microsoft Excel, Word

Comtech computers - CDIT CEP Kottayam, Kerala, India