



Accountant

CONTACT

Address : Dubai Investment Park 2, Dubai-UAE
Phone : +971 54 392 9271
E-mail : ajs25034@gmail.com
Nationality : India

EDUCATION

- **Diploma in Professional Accounting**
UTEK Computer Education Centre TVM
- **Bachelor of Commerce**
KTCT College of Arts and Science
Kerala University, Kerala, India
- **Higher Secondary**
Govt HSS Venjaramoodu TVM
- **SSLC**
Govt. HSS Elampa

PASSPORT & VISA DETAILS

- Passport No. : U8430695
- Visa Status : Employment

PERSONAL DETAILS

- Gender : Female
- Marital Status : Single
- Date of Birth : 21.08.1999

ANJANA J S

OBJECTIVE

Self-motivated, achievement-oriented Accounts professional seeking an opportunity where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of organization and mine as well.

WORK EXPERIENCE

Cashier cum customer services - 2021-2023
Marwa Parco Spmkt Deira, Zain Parco Spmkt DIP-2 -Dubai-UAE

- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit
- Scan goods and pricing is accurate
- Issue receipts, refunds change or tickets
- Processing the circle of transactions by manual and computerized accounting system.
- Delivering monthly report : sales and customers reports

Certifications

Advanced Diploma in Professional Accounting: U Tech
Thiruvananthapuram

Programming : Tally erp09 , M S Office, M S Excel, Peachtree,
Quickbooks.

LANGUAGES

English

Hindi

Malayalam

SKILL

- Technical skill
- Computer proficiency
- Communication skill
- Highly trustworthy
- Discreet and ethical

Declaration

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief