



# ANCY MONACHAN

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## **EXPERIENCE- Account Assistant**

### **CAREER OBJECTIVE**

To build a career in a progressive organization that will provide me opportunities to utilize my professional skills and experiences and expand my learnings and knowledge while making a significant contribution to the success of the company.

### **EDUCATION**

#### **MBA in finance and HR (2017-2019)**

Mar Athanasios college for Advanced Studies,  
Thiruvalla (MG University)

#### **B. Com in Taxation (2014- 2017)**

St.Gregorios College,Kottarakara  
(University of Kerala)

#### **HSE (Plus Two) (2012-2014)**

SN. Trust HSS Punalur

#### **SSLC (10<sup>th</sup>) (2012)**

High School,Kottavattom

### **ADDITIONAL CERTIFICATION**

- Tally ERP 9
- Diploma in Financial Accounting

### **SOFTWARE PROFICIENCY**

- MS Excel
- MS Power point
- MS word
- MS Outlook

#### **Clean Car Washers (UAE)** (Pursuing since Jan 2023)

- Reconcile invoices and identify discrepancies
- Create and update expense reports
- Assist in financial Reports Preparation
- Preparing timely sales reports
- Prepare bank deposits
- Enter financial transactions into internal databases
- Maintain digital and physical financial records
- Issue invoices to customers and external partners, as needed
- Review and file payroll documents
- Maintaining employee's details in excel sheet
- Preparation of corporate Tax

#### **KAILATH ENGINEERING & ELECTRICAL CONTRACTORS**

(2019-2022)

- Manage accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments
- Creating Esic, UAN & Gatepass number
- Creation of JMS No.& upload invoices
- Manage balance sheets and profit/loss statements
- Reinforce financial data confidentiality
- Preparation of Timesheet & Documentation

## CONTACT

**PHONE NO:** +971507908204

**E-MAIL:** [ancymonachan2016@gmail.com](mailto:ancymonachan2016@gmail.com)

**CURRENT LOCATION:** Dubai, UAE

## LANGUAGES

- ENGLISH - Fluent
- MALAYALAM - Fluent
- HINDI - Fluent

## REFERENCE

(Available up on request)

## KEY SKILLS

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- Inventory Management
- I am deeply committed to achieve excellent driven by genuine passion for whatever I do.
- I have demonstrated ability to swiftly acquire new skills and apply them effectively.
- I actively contribute to collaborate success leveraging diverse perspective for optimum result.
- Coordination

## PERSONAL DETAILS

- |                  |   |                  |
|------------------|---|------------------|
| • Gender         | : | Female           |
| • Age            | : | 27               |
| • Year of Birth  | : | 1996             |
| • Nationality    | : | Indian           |
| • Marital status | : | Married          |
| • Visa status    | : | Employment       |
| • Passport No    | : | <b>V 1920856</b> |

## DECLARATION

I hereby declared that all the above statements made are correct to the best of my knowledge.

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**ANCY MONACHAN**