






THASNI AZIZ

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 : ATLAS BUILDING
BESIDE MUBARAK
CENTER,ROLLA SHARJAH

PERSONAL DATA

- ❖ **DOB: 08-08-1996**
- ❖ **SEX: FEMALE**
- ❖ **MARITAL STATUS: MARRIED**
- ❖ **NATIONALITY: INDIAN**

LANGUAGES KNOWN

- ❖ **ENGLISH**
- ❖ **HINDI**
- ❖ **MALAYALAM**
- ❖ **TAMIL**
- ❖

OBJECTIVES

To accept challenging carrier, where there is scope for demonstration, always on look out for a positive and bigger, where my knowledge, skills and experience can be utilizing for betterment of organization and grow along with people and organization.

PROFESSIONAL EXPERIENCE

- ❖ **Junior Accounts Assistant Baby park ,Al Nabbah Sharjah, UAE (Period - 2022 May - Present)**
- ❖ **Junior Accounts Assistant cum Hr. Adaar Vfx Pvt Ltd Trivandrum, Kerala, India. (Period 2020 Jan-2021Jan)**

MAIN JOB RESPONSIBILITIES

- Recording Day to Day Transaction.
- Responsible for Maintaining accounting ledgers and performed account reconciliation.
- Invoice.
- Processing accounting transactions.
- Organize and maintain financial records.
- Audit .
- Processing tax payments and returns (VAT and Corporate tax).
- Create and manage budgets.
- Reconcile bank statements.
- Preparing accounts and tax returns.
- Responsible for expenditure and collection transaction.
- Handling customer enquiries researched problems and developed solutions.
- Researching problems and processed corrected payments.
- Submitting annual tax returns.
- Handling Payroll Of employees.
- Maintaining records of payment information.
- Maintaining track record of Company's Expenses.
- Assistance for office administrative works.

ACADEMIC QUALIFICATION

- ❖ M.com from MG University of Kerala (2017-2019)
- ❖ B. Com from University of Kerala (2015-2017).
- ❖ HSC (10+2) (Higher Secondary) from Board of Higher Secondary Examination, Govt. Of Kerala, India in the year 2014
- ❖ Senior School Leaving Certificate (SSLC) from St. Stephen's High School, Kollam, Kerala, India in the year 2012.

PASSPORT DETAILS

- ❖ **PASSPORT NO: V3068110**
- ❖ **PLACE OF ISSUE: TRIVANDRUM**
- ❖ **DATE OF ISSUE: 13-11-2021**
- ❖ **DATE OF EXPIRY: 12-11-2031**
- ❖ **VISA STATUS: RESIDENT**

SOFTWARE PROFICIENCY

- ❖ MS Excel, MS Office, MS Word, and Power point
- ❖ Focus
- ❖ Tally
- ❖ Zoho Books

Skill Sets

- ❖ Good Verbal and written skills
- ❖ Self-motivated and willing to learn
- ❖ Knowledge about accounting
- ❖ Ability to collaborate with team members
- ❖ Capable to work with a fast-paced environment
- ❖ Good analytical and problem-solving skills

Strength

- ❖ Smart,
- ❖ Energetic
- ❖ Inter – Personal skills
- ❖ Problem solving skills

Declaration

I hereby declare that the above mentioned information are true and correct to the best of my Knowledge and belief.

Place: SHARJAH
Date:

Thasni Aziz