



# TWINKLE THANKACHAN

Cashier

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## PROFILE SUMMARY

Dedicated and detail oriented individual with a background in teaching and commerce, skilled in Tally software and accounting practices. Demonstrated expertise in managing financial tasks and fostering student success. Committed to leveraging expertise in finance and education to support the mission of the organization and drive impactful results.

## INTERNSHIP

Student Intern at Capella Tax Consultancy

05/2024-08/2024    Al Ain, UAE

## CERTIFICATIONS

Advanced Certification in Accounting and UAE VAT

Fundamentals of accounting Corporate Finance Institute

Fundamentals of Digital Marketing Google

Domestic Data Entry Operator National Skill Development Corporation

Advertising Certified Professional Microsoft

## AREA OF EXPERTISE/SKILLS

- Knowledge in UAE VAT
- Cash management
- Customer service and compliance
- Communication and organisation
- Time management
- Attention to detail
- Proficiency in accounting software

## COMPUTER PROFICIENCY

Tally    Excel    Word

Power point

## LANGUAGE

English    ● ● ● ● ●  
Malayalam    ● ● ● ● ●

## EXPERIENCE

Assistant Professor

Mangalam MC Varghese College of Arts and Science

10/2022-05/2024    Kottayam,Kerala,India

- Assistant professor of commerce
- Achieved a **100% pass rate** in major examinations by redesigning course content and assessment methods.
- Taught 5 major courses, encompassing over 200 students each semester
- Taught **M.com, BBA and B.com** students

Assistant Professor

Good Shepherd College

06/2022- 09/2022    Kottayam,Kerala,India

- Taught **MBA,BBA, and B.com** students
- Tally software trainer
- Achieved a **100% pass rate** in major examinations by redesigning course content and assessment methods.
- Taught 5 major courses**, encompassing over 200 students each semester

Accounts Executive

Thuruthel Traders

11/2021-06/2022    Kottayam,Kerala,India

- Prepare and maintain **financial reports**
- Manage **petty cash** and make **voucher** entries
- Utilise **Excel software** to manage data
- Entering sales and purchase on **tally software**
- Updating **Bank Reconciliation** on software
- Cash management**

## EDUCATION

M.com(Marketing and International Business)    2021

Mahatma Gandhi University,Kottayam,Kerala,India

B.Com(Co-operation)    2023

Mahatma Gandhi University,Kottayam,Kerala,India

B.com (Computer Applications)    2019

Mahatma Gandhi University,Kottayam,Kerala,India

## PASSPORT DETAILS

Passport No: X6483162    Visa Status: Visit Visa    Expiry: November17

## PERSONAL DETAILS

Nationality: Indian    DOB: 31/03/1999    Gender: Female

## DECLARATION

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