



AMEERA NAJELA

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Sharjah, UAE

PROFILE

I am an energetic, optimistic, self-motivated, reliable and hardworking person. I am looking for an opportunity to use my skills and abilities to make a positive impact on an IT organisation.

EXPERIENCE

Accountant- (Aug 2023- Aug 2024)

Noora Enterprises -Kerala, India

- Record financial transactions and maintain accounts and Prepare and examine financial statements and reports.
- Ensure compliance with accounting and tax laws & Manage budgets and perform cost analysis.
- Conduct audits and provide internal control recommendations & Analyze financial data and provide recommendations for improving operations and financial performance.
- Communicate financial information to stakeholders.

EDUCATION

MCOM IN FINANCE

Sullamussalam Science College, Areekode, Calicut university, India (2021-2023, CGPA 75.6)

BCOM IN COMPUTER APPLICATION

EMEA Arts and Science College, Kondotty, Calicut university, India (2018-2021, CGPA 77.3)

PROJECT

- A Study on stress management among self-financing college teachers with special reference to Malappuram district
- A study on customer experiences towards digital payment system with special reference to Pallikkal panchayath

AWARDS & ACHIEVEMENT

- Got a certificate from KELTRON - Computerized financial accounting (Tally & Ms Office)
- Certificate from National Skill Development Corporation (Accounts Executive)
- Got 3rd prize for business plan presentation

SKILLS

- Communication
- Decision making
- Leadership
- Organising
- Proficiency in computer skills like Ms Word, Ms Excel, Tally

LANGUAGE

- English
- Malayalam
- Hindi

SOFTWARE

- Tally ERP9
- Ms Office
- Quickbooks
- Outlook

REFERENCE

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| <ul style="list-style-type: none">Mr. Ahammed Fayas T
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(Commerce)
Calicut University
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