



# NAVEENASREE M

ABUDHABI, UAE, ABUDHABI, 20020,  
UNITED ARAB EMIRATES

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## ABOUT ME

Highly motivated and organized accounting assistant looking for a fast-paced position where I can contribute my experience with financial analysis and developing efficient systems.

## SKILLS

- E-ACCOUNTANT PLUS COURCE - SAP TALLY PRIME
- ADVANCED MS EXCEL
- MS POWERPOINT
- QUICKBOOK PEACH TREE
- FINANCIAL ANALYSIS
- FAST LEARNER
- GOOD COMMUNICATION
- TEAMWORK
- LEDGER ACCOUNTING
- BANK RECONCILIATION
- ACCOUNT RECEIVABLES MANAGEMENT
- ACCOUNT PAYABLES MANAGEMENT
- GCC VAT COMPLIANCES

## LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

## HOBBIES

ARTS,DANCING,READING

## PERSONAL DETAILS

Date of birth  
19 Jul 1999

Nationality  
INDIAN

Marital status  
MARRIED

## WORK EXPERIENCE

BEUNA VISTA  
KANNUR, INDIA  
Sep 2023 - Jul 2024

### ASSISTANT ACCOUNTANT

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Verifying financial statements, ledgers and accounts and making corrections where appropriate.
- Analyze financial information and summarize financial status.
- Handled monthly, quarterly and annual closings.
- Secure financial information by completing database backup.
- Assisting management in the decision-making process by preparing budget and financial forecast.
- Processing monthly payroll of employees, updating information as needed to ensure payment accuracy.
- Reconcile accounts payables, receivables and bank statements.

KAMATH CERAMICS  
KANNUR, INDIA  
Dec 2023 - Apr 2024

### OFFICE AND ACCOUNT ASSISTANT

- Analise financial information and summarize financial status.
- Monthly, Quarterly vat filing.
- Cheque preparation and processing accurately and securely.
- Preparing and reviewing payroll, gratuity, prepayment, leave salary, petty cash.
- Continue follow up to resolve payment with customers on time.

## EDUCATION

SPECTRUM  
COMPUTERS  
KANNUR, INDIA  
2024

### DIPLOMA IN E-ACCOUNTANT PLUS

- INTERNATIONAL DIPLOMA IN COMPUTERISED ACCOUNTING & FINANCE, GCC VAT, FINANCE IN SAP TALLY PRIME

CALICUT  
UNIVERCITY  
CALICUT, INDIA  
2020

### MSC MATHEMATICS

KANNUR  
UNIVERCITY  
KANNUR, INDIA  
2020

### BSC MATHEMATICS