

ANAMIKA K

(ACCOUNTANT)



Personal details

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✉ anamikak7914@gmail.com

🌐 AI Nahda, Sharjah, UAE

Passport : W1622291
Nationality : INDIAN
Gender : Female
D.O.B : 25-10-2000
Marital Status : Single
Visa Status : Visit Visa
Visa Until : 11-04-2024

Education

CMA USA (currently pursuing)

Bachelor of commerce 2019-22
(Kannur University)- 84.48%

HSE 2018-19 (Higher secondary
EducationBoard) - 91%

SSLC 2017 (Public Examination Board)
-86%

Skills

- Excel
- MS Office
- Tally ERP 9
- Data entry
- Billing & Cashing
- Quick Book
- Word

Language

English

Hindi

Malayalam

Declaration

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

Career Objective

A self-motivated and result oriented BCOM co-operation fresher looking for an opportunity in the field of accounts to develop my skills and knowledge, which can further lead to the growth of the organization.

Skill Highlights

- ✓ Strong communication skills-both written and oral.
- ✓ Problem Solving.
- ✓ A person of high degree of professionalism and integrity.
- ✓ Critical Thinking.
- ✓ Customer responsiveness.
- ✓ Analytical Ability.
- ✓ Business Understanding.

Experience

Company : **Ergon Miller, Kerala, India**
Position : **JUNIOR ACCOUNTANT**
Duration : **From 22 August 2022 to 23 December 2023**

Certification

Certified Microsoft office specialist
From Catalyst Education (Excel 2019
Associate).

Accomplishments

- Overcoming team or business challenges.
- Resolving problems.
- Smashing deadlines.
- Saved company from spending money.
- Managing customers and suppliers relationship via phone, Email and directly.
- Publish financial statements in time.
- Gaining promotion.
- Ensure timely bank payments.
- Advised clients on important issues like tax liabilities and fund security.
- Managing income and expenditure accounts.
- Generating the company's financial reports using income and expenditure data.
- Keeping a check on the company's finances based on financial status.