



Aneesha EA

Mob: 0589939480

Email: Aneeshaea95@gmail.com

Nationality : Indian
Religion : Muslim
Date of birth : 30-05-1995
Gender : Female
Marital status : Married

Languages Known

English & Malayalam

Passport Details

Passport No : T3425038
Visa Status : Visit Visa
Visa period : 10-05-2019 to 18-08-2019

Address

Muwaileha, Sharjah, National Paint

OBJECTIVE

A dedicated and proactive accountant with having working experience in Tally, MS Excel, MS Word.

EDUCATIONAL QUALIFICATION

Master of Commerce (M.COM)-Calicut University, India-Result Waiting

Bachelor of Commerce (B.COM) | Calicut University, India

2012-2015 Scholar college Ponnani, India

Higher Secondary | Kerala State Board2

2010-2012 Govt. H S S Palapetty, India

Secondary School Leaving certificate |

Central Board of Secondary Education, India

2007-2010, Govt Girls H S S Ponnani, India

SOFTWARE SKILLS

- MS Office
- Tally
- Excel

AREA OF EXPERTISE

Accounting: Computerized Manual up to finalization.

Auditing: Free Audit Level (Vouching ledger analysis, BS preparation)

Taxation: Income tax, Sales Tax, Service Tax & Luxury Tax)

Bank Reconciliation: PF & ESI Sales

WORK EXPERIENCE:

1. Document controller & Accounts Assistant(2016-2019)

- Data Entering
- Petty Cash Controller
- Document Cording

SKILLS IN MANAGEMENT

- Ability to work under pressure with positive result oriented approach.
- Self-starter motivated individual, problem solver and the ability to accept responsibility and accountability.
- Highly developed management skills and able to interact with employees at all levels and ready to operate in challenging environment.
- Excellent administrative qualities to deal with people.

INTERESTS

- READING, TRAVELLING

REFERENCES

Will be available upon request.