

BLESSY BABU

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blessybabusmart01@gmail.com



Ibri, OMAN



PROFILE SUMMARY

Analytical and proactive accountant with 4 years of experience in extensive accounting management, looking to utilize skills in accounting department supervision towards continuous improvement initiatives. Mature team worker with excellent communication skills, adaptable to all challenging situation and able to work well both in a team environment as well as using own initiative.

EMPLOYMENT CHRONICLE

ACCOUNTANT | 2022 - Present

SARA INTERNATIONAL LLC

KEY RESPONSIBILITIES

- Collecting daily cash and arranging for bank deposit.
- Processed employee vouchers and petty cash reimbursement requests.
- Maintaining accurate financial records according financial transactions including invoices, payments, and receipts into accounts solver.
- Prepare cashbooks accurately from the source documents to show the cash position at any time and submit reports to management on time.
- Entering invoice details, staff salary payable/advance, bank payment entries into the Hospital Solver Management System or Finance Solver, allocating expenses to appropriate accounts and cost centers.
- Communicating with suppliers for monthly purchase statement.
- Entering VAT to the solver system and preparing reports for quarterly filing of tax returns.

ACCOUNTANT CUM CASHIER | 2021 - 2022

MERCHANT ASSOCIATION

KEY RESPONSIBILITIES

- Verifying documents, transactions and ledger reports for auditing.
- Daily Cash book management and payment voucher maintenance.
- Payment of bills and recording and accounting for receipts and maintenance of all transactions.

ACADEMIC CREDENTIALS

MASTER OF COMMERCE

- M.G University

BACHELOR OF COMMERCE

- M.G University

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Secondary Examination, Kerala, India

PERSONAL DOSSIER

Gender : Female

Date of Birth : 01/08/1997

Nationality : Indian

Present Address

Ibri , Governorate of Dhahirah

Sultanate of Oman, P.O Box : 49

PASSPORT DETAILS

Passport Number : V2818601

Date of Issue : 13/09/2021

Date of Expiry : 12/09/2031

Place of Issue : Cochin

LANGUAGES KNOWN

English 100 %

Malayalam 100 %

Hindi 80 %

Tamil 80 %

Telugu 50 %

Arabic 25 %

REFERENCE

ABHIJITH MADHAV

HR MANAGER

AL MISK (SARA) INTERNATIONAL LLC

+968 95991901

INTERESTS



Songs



Movies



Travelling

- Create official communication materials like request letters using DTP software.

ACCOUNTANT | 2020 - 2021

THOOMPUNKAL ASSOCIATES

KEY RESPONSIBILITIES

- Prepare and file GST returns including GSTR-1, GSTR-3B, GSTR-9 and other applicable returns within the specified deadlines.
- Updating purchase entry with GST including purchase details such as supplier name and address.
- Organizing accounting records such as registers ledgers and journals.
- Analyzing and reviewing Balance sheets.

PERSONAL STRENGTH

- A good team player with a positive attitude.
- Multitasking and efficiently deliver tasks under tight deadlines.
- Handling pressure efficiently.
- Accuracy and attention to detail.
- Adaptable to any working environment.

COMPUTER PROFICIENCY

- Micro Soft-Office: Excel, Word, Power Point ★★★★★
- Tally ERP 9 with GST, Desktop Publishing ★★★★★
- Financial Solver, Hospital Solver Management system ★★★★★

DECLARATION

In view of the above particulars I declare all information given are true to the best of my knowledge and belief. I assure you that I will perform my duties honestly to the entire satisfaction of all concerned.

BLESSY BABU