



## HUSNA RINCI KP

ACCOUNTANT/  
OFFICE  
ADMINISTRATIVE  
ASSISTANT

- Muweilah, Sharjah,  
United Arab Emirates
- rincirincy@gmail.com
- 0545121346

### PERSONAL DETAILS

Gender : Female  
Date of birth : 09-01-1999  
Nationality : Indian  
Marital status : Married  
Visa status : Visit  
Passport no : W1924526  
Passport exp : 10-07-2032

### LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

### IT SKILLS

Microsoft Office



Tally Prime, Tally ERP 9



Peachtree



QuickBooks



## OBJECTIVE

I wish to work in an environment where I am able to use my knowledge and skills there by i can increase my self confidence and contribute in reaching towards achievements of the organization

## EDUCATION HISTORY

- **International Higher Diploma in Computerised Accounting and Finance (IHDCAF)** From Accountant's Academy, Thrissur
- **Diploma in Gulf Vat**
- **Microsoft Office specialist**
- **Bachelor of Business Administration ( Human Resource Management)** From Calicut University
- **12th** From I.E.S School, Trithala, Kerala
- **10th** From I.E.S School, Trithala, Kerala

## PROFESSIONAL EXPERIENCE

ACCOUNTANT CUM OFFICE ADMINISTRATIVE ASSISTANT : JAN 2022 - JULY 2022 KOPPAM ENGLISH SCHOOL, KERALA

Key Responsibilities :

- Furnish monthly, quarterly, annual or final return
- Analyze current and past financial data
- Assist in financial and tax audits and general ledger preparation
- Update Account payable, receivable
- Stock verification
- Train and manage teams with or without experience
- Payroll processing
- Office petty cash management
- cash and bank management
- Fee collection, Handling registers
- Manage school finances
- Manage all accounting transactions
- prepare budget forecast
- Schedule meetings
- Running day to day operations of the entire school overseeing/managing staff, students and handling faculty matters