



Amrutha Reji

SALES COORDINATOR/ACCOUNTANT

+971 50 950 5452 amruthareji4@gmail.com



PROFILE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



ADDRESS

English Villa
Near Thumbay hospital
Kuwait street road
Al-Nuaimiyah-Ajman



PERSONAL INFORMATION

- Date of birth : 22-04-1998
- Nationality : Indian
- Passport Number : S0903030
- Visa status : Employment Visa
- Languages : English, Hindi, Malayalam, Tamil



COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint



PROFESSIONAL SKILLS

- Certified internal auditor (CIA) course completed candidate
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
- Strong Analytical & Problem Solving skill.
- Hands-on experience with accounting software like Gravity RP And Tally ERP9
- Responsible and reliable along with great leadership qualities.
- Actively participated in and completed a 1-year integrated course for the ICAI's Certified Accounting Technician (CAT) program.



WORK

- 2021-Present ● Sales coordinator/ Assistant Accountant
Tradeinco Group of company. Ajman UAE
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
 - Examining bank statements and reconciling them with general ledger entries
 - Responding to complaints from customers and give after-sales support when requested.
 - Manage stock control and reconcile with data storage system
 - Handle the processing of all orders with accuracy and timeliness Inform clients of unforeseen delays or problems
 - Performed accounting procedures and utilized accounting software programs to process business transactions
 - Recruit, select, coach and motivate employees
 - Preparation of Purchase order and invoices, filing of vouchers and bills
 - Stock reports submit to the purchase manager and senior accountant
- 2020-2021 ● Accountant & Administrator
Smartnet informatics in India
- Monitoring and Managing Assistant Accountants
 - Monthly Salary Calculation
 - Maintaining New Joining and exit formalities



WORK

2019-2020

- Documentation and Billing of AMC Contract Works (Cochin Shipyard Ltd, NPOL)
- GST Filing
- Cash Management
- ESIC and EPFO filing and Managing
- Compiling Companies Financial statement for Auditing

Assistant Accountant
CBMG Constructions

- Managing Ledgers
- Cashbook Preparation and Maintaining
- GST Filing. ESIC and EPFO filing and Managing
- Cash flow monitoring and Managing
- Keeping Accounts book and system up to date
- Preparing accounts and tax returns
- Compiling Companies Financial statement for Auditing



EDUCATION

2016-2019

- B.COM-Co-operation
T.M Jacob Memorial Govt. College Manimalakunnu
- Certificate in Accounting Technician (CAT)
from Institute of Cost accountants of India(ICAI)
- Also Certified Internal Auditor (CIA) course completed candidate



DECLARATION

I here by declare that above-mentioned details are true to the best of my knowledge and belief.

Amrutha Reji