



# AMRITHA L

## CONTACT

### Phone

0562380787

### Email

amrithal1012@gmail.com

### Address

21D street, Al badri building flat 111, Al qusais 1, Dubai, United Arab Emirates

## PERSONAL DETAILS

- Date of Birth : 10/12/1998
- Marital Status : Married
- Nationality : Indian

## LANGUAGE

- English
- Hindi
- Malayalam

## SKILLS

- Financial Reporting
- Accounts Payable/Receivable
- Reconciliation
- Attention to Detail

## COMPUTER PROFICIENCY

- Tally ERP 9
- MS Office
- Peachtree
- Quickbooks

## PASSPORT DETAILS

- No: V6813363
- Date of Issue : 27/01/2022
- Date of Expiry : 26/01/2032

## VISA STATUS

- Spouse Visa

## ABOUT ME

Dedicated accounting professional with one year of experience in managing accounts payable and receivable, performing account reconciliations, and preparing financial reports. Proven ability to maintain accurate financial records, utilize accounting software effectively, and support audit processes. Seeking to leverage my skills in financial management and attention to detail to contribute to a dynamic accounting team and support organizational financial goals.

## EDUCATION

- **Master of Business Administration (MBA) in Human Resource Management** Doing from **Indira Gandhi National Open University, New Delhi**
- **Master of Commerce (MCom)**, from **Kerala University, Trivandrum**
- **Diploma in Indian and Foreign Accounting**, from **IAB (International Association of Bookkeepers), England**
- **Bachelor of Commerce (BCom)**, from **Kerala University, Trivandrum**

## EXPERIENCE

- **Ajith J & Company Tax Practitioners**
- Accountant
- Managed accounts payable and receivable.
- Prepared and processed invoices.
- Reconciled bank statements and financial records.
- Assisted in preparing monthly financial reports.
- Supported audit processes and ensured compliance with financial policies.
- Utilized accounting software to track and manage expenses.

## REFERENCE

### Manukrishnan R S

*Infius Medical Equipment Suppliers LLC, Garhoud, Dubai*  
Senior Accountant  
dsuluradha@gmail.com

**Phone :** 0521660879

## DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and hold all the responsibility for the correctness of the above-mentioned particulars.