

## AKHILA MOHAN



### (With Valid UAE Driving License)

Location : Sharjah, UAE

Phone : +971 56 3846468

Email : akhila770@gmail.com

### Personal Information

Nationality : Indian

Visa Status : Residence visa

Gender : Female

Marital status : Single

Date of Birth : 23/11/1992

Languages Known:

- English : Read, Write & Speak
- Malayalam: Read, Write & Speak
- Hindi : Read & Write
- Arabic : Read & Write

### Other Skills & proficiency

- Can handle responsibility effectively.
- Dedicated and self-motivated
- Quick Learner
- Accounting

### CAREER OBJECTIVE

An accountant with three years of work experience, seeking an opportunity in a reputed organization which provides a platform for personal growth and career development in the field of accounts.

### WORK EXPERIENCE

#### WE CARE TISSUES & NAPKINS MANUFACTURING LLC - AJMAN

July 2020 – Present

Accountant Cum Admin Cum Customer Service Executive

#### NEW DELMON STATIONERY LLC - DUBAI

December 2018 – July 2020

Accountant (Receivables) Cum Customer Service Executive

#### ABDULLA AHMED MOHD AL HURAIZ GEN. TRDG EST - SHARJAH

September 2017 – November 2018

Accounts Assistant

### DUTIES AND RESPONSIBILITIES

- Preparing Quotation, Sales invoice, LPO, and make necessary day to day accounting transactions for the same in the system.
- Follow up regarding outstanding receivables by sending frequent emails, calls or face to face meetings if necessary.
- Handling customer complaints & queries.
- Documentation of purchases, sales, expenses, receipts, and payments for future reference.
- Maintain a daily record of sales and delivery.
- Sending Statement of accounts to the customers when due and allocate the payments once it is received.
- Reconciling the bank statement with the company's accounts.
- Upload invoices on the customer's web portal for follow up for the same as per due.
- Schedule meetings with the clients.

### EDUCATION

2014 – Bachelor of Commerce.

Saintgits College of Applied Sciences

2016 – Master of Business administration.

Mar Thoma School of Management Studies

### ADDITIONAL SKILLS

- Tally ERP 9
- MS Office (Word, Excel, PowerPoint & Outlook)

### DECLARATION

I hereby declare that the information above are true and correct to the best of my knowledge.

**AKHILA MOHAN**