



# ANISHA M

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Abu Hail, Dubai – U.A.E

## SKILLS

- Microsoft Office
- Typewriting English Senior Grade
- Typewriting English Junior Grade
- Tally ERP 9
- XERO
- Fourth Shift

## LANGUAGES

- ENGLISH
- HINDI
- TAMIL
- MALAYALAM
- GUJARATI

## HOBBIES

- TRAVELLING
- SPORTS
- MUSIC

## SUMMARY

To obtain a position of responsibilities that utilizes my professional skills and experiences to impact the organization development and keen to work in an environment where I can enrich my knowledge. Adapt at all functions of accounting. Skilled at working Quickly and accurately under tight deadlines. Dedicated to provide and support overall mission of the department and company

## EXPERIENCE

### Accounting Assistant (Sustainable BPO LLP – Gujarat)

#### May 2022 to Dec 2023

- Processing Purchase and Sales invoices in Xero, Tally ERP – 9, and Fourth Shift software.
- Ensure the Purchase and sale of Proper supporting document in Xero Software
- Prepare Bank Reconciliation.
- Client Communication through email and Call

### Audit Assistant (Rwanda – South Africa)

#### Jan 2023 – Apr 2023

- Gain Exposure to the External audit of Rwanda.
- Work on Risk Assessment, along with fieldwork & planning of various clients in Africa.
- Work on various Audit procedures like Cash, Employee Compensation, and Value Added Tax.

## EDUCATION

### B.COM (2019) – GPA: 8/10

- Nanjil Catholic College Arts & Science, Kaliyakkavilai (Manonmaniam Sundaranar University)

### M.COM (2021) – GPA: 8.9/10

- Nanjil Catholic College Arts & Science, Kaliyakkavilai (Manonmaniam Sundaranar University)