

Asmath Munaziya

Account Admin



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☎ +971545872961

📍 Abu Dhabi, UAE

🇮🇳 Indian

💍 Married

📅 DOB : 10/04/1999

🛂 Passport Number : Y2713779

🛂 Visa Status : Family Visa

Skills

- Excellent communication skills; effective oral and written communication.
- Tax Preparation: Proficiency in preparing various tax returns, including individual, corporate, partnership, and property tax returns.
- Proficient computer literacy and ability to manage multiple projects simultaneously.
- Highly critical thinker and a strategic planner with effective analytical and problem solving skills.
- Flexible team player with interpersonal and relationship building skills who prospers in a fast-paced work environment. Ability to quickly adapt to a new work environment and learn new systems and applications

Achievements

- Awarded as the best employee for the year 2022
- Awarded for achieving consistent call quality and preparing quality frame work in the team.
- Awarded with many Spot awards and Top performer on the floor in operations.

Languages

English, Hindi, Kannada, Malayalam

👑 CARRIER OBJECTIVE

Results-driven professional with expertise in Accounting and IT consulting. Possessing 2 years of experience in tax verification processes for US clients. Proven ability to effectively manage financial data and provide valuable insight.

📁 PROFESSIONAL EXPERIENCE

ACCOUNT ADMIN

Cognizant Technology Solutions Pvt .Ltd. Mangalore ,India
2021 -2023 (11/2021 - 12/2023)

PROJECT: TAX ROLLING OPERATION, CORELOGIC FINANCIAL SERVICES COMPANY, CALIFORNIA, UNITED STATES

RESPONSIBILITIES:

- Financial Record Keeping: Maintaining accurate and up-to-date financial records of transactions, expenses, revenues, and assets.
- Financial Reporting: Generating periodic financial reports such as balance sheets, income statements, and cash flow statements to provide insights into the financial health of the organization.
- Accounts Payable: Managing accounts payable by processing invoices, verifying transactions, and ensuring timely payments to vendors and suppliers.
- Accounts Receivable: Overseeing accounts receivable by issuing invoices, tracking payments, and following up on overdue accounts to ensure timely collection.
- Monitor and/or perform inspection and control of components, products, and materials in accordance with specifications and standard operating procedures (SOPs); and may also conduct simple and routine testing of final materials, in-process, and SOPs for product release.
- Entails carrying out the interpretation of test results, comparing them to established specifications and control limits, and proffering recommendations on the correctness of data for release.
- Load accurate data to the Core logic Real Quest (property and ownership search engine that minimizes cost, increases productivity and guides towards effective decision) website.

🤝 PROJECTS

CORELOGIC REAL ESTATE PROJECT

Working on US Mortgage loans, need to resolve the assigned tasks per client requirements which is mainly related to updating of property taxes, tax payments reports, creating tax bills in client application and upload invoice.

📖 COURSES

DIPLOMA IN COMPUTER APPLICATION AND TALLY-2021

📖 EDUCATION

Bachelor of Commerce

Mangalore University - SDM college
2020 | Mangalore, India

Pre University College (SEBA)

SDM Pre-University College
2017 | Mangalore, India

St. Mary's English Medium School

2015 | Mangalore, India

👤 SOFTWARE

MS-Office, MS-Access, MS-PowerPoint, MS-Excel

🚫 DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.

Asmath Munaziya