

ELIZABATH AMMINI JOBOY

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📍 Al Qusais, Dubai, UAE | Visit Visa



PROFESSIONAL SUMMARY

Analytical **Accounting Professional** with 3+ years of experience in **financial reporting, bookkeeping, VAT compliance, and operations management**. Skilled in **accounts payable/receivable, reconciliations, journal entries, and tax filing**. Proficient in **Tally ERP** and **Microsoft Excel**, with accuracy, organization, and deadline management. Currently in Dubai on a Visit Visa, seeking an accounting opportunity in a dynamic organization.

CORE COMPETENCIES

Accounting & Reporting | Payables & Receivables | Bank Reconciliation | VAT & Tax Filing | Budgeting | Cost Control | Forecasting | Tally ERP | Excel | Documentation | Time Management

EXPERIENCE

Accountant – MyCouch Pvt. Ltd., Kerala, India 2024 – 2025

- Managed accounting operations, ledger postings, journal entries, and reconciliations.
- Processed invoices, purchases, and E-way bills, monthly financial statements, cash flow, and expense reports.

Operations & Accounts Assistant – BrickAr (White Pebbles Const. Tech Pvt. Ltd.), Kerala, India 2021 – 2022

- Recorded daily transactions in Tally ERP and supported financial reporting.
- Handled invoices, purchase orders, and vendor payments.

Academic Counselor – Avodha TVM, Kerala, India 2020 – 2021

- Guided students on course selection and career planning.
 - Maintained accurate student records and organized academic programs.
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EDUCATION

M.Com – Mar Ivanios College, Kerala University | 2022–2024

B.Com – St. Mary’s College for Women, Mahatma Gandhi University | 2017–2020

TECHNICAL SKILLS

Tally ERP | Microsoft Excel | Word | PowerPoint | Basic HTML | Windows & macOS

LANGUAGES

English | Malayalam | Hindi

DECLARATION

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

Place: Dubai, UAE