



SARITHA KODAKKAT

Senior Accountant

Detail-oriented Senior Accountant with extensive experience in financial management, accounting, and reporting. Proficient in managing general ledger operations, preparing financial statements, and ensuring compliance with regulatory standards. Expertise in budgeting, forecasting, and variance analysis, with a proven ability to streamline accounting processes and improve financial accuracy.

✉ sarikvijays@gmail.com

📞 +971525101221

📍 Dubai, UAE

SKILLS

Internal Controls

Audit

Cash Handling

Tax Compliance

Reconciliation

Financial Accounting

Financial Analysis

Cash Flow Management

Effective communication

Financial Planning

Financial Statement Preparation

Time management

EDUCATION

M.COM FINANCE WITH INCOME TAX

Calicut University, Kerala
India | 2006-2008

B. COM CO OPERATION

Calicut University, Kerala
India | 2002-2005

HIGHER SECONDARY - Science

Board of Kerala
India | 2000- 2002

HIGHER SCHOOL

Board of Kerala
India | 1999- 2000

WORK EXPERIENCE (Nine Years)

SENIOR ACCOUNTANT

Syam Prasad .K GST & Income tax Practitioner (Under GST Rules)

01/2022 – 08/2024

Kerala, India

- Oversee month-end and year-end closing processes, including journal entries, reconciliations, and financial reporting.
- Conduct variance analysis between actuals, budgets, and forecasts to identify trends, risks, and opportunities for financial improvement.
- Lead the preparation and submission of tax returns, ensuring timely and accurate compliance with tax regulations and deadlines.
- Coordinate and support internal and external audits, providing necessary documentation and addressing audit queries.
- Develop and implement accounting policies and procedures to enhance internal controls and improve operational efficiency.

ACCOUNTANT

VR Associates (Tax Consultant and practitioners) (Under VAT Rules)

2017 – 2019

Kerala, India

- Prepare and file tax returns, ensuring compliance with local, state, and federal tax regulations and deadlines.
- Monitor and analyze expenses, verifying and approving invoices, and processing payments to ensure proper allocation of funds.
- Support internal and external audit processes by providing documentation, responding to inquiries, and implementing audit recommendations.
- Conduct financial analysis and reporting to identify trends, variances, and opportunities for cost reduction and efficiency improvements.
- Maintain accurate and organized financial documentation and records for all transactions and financial activities.

BILLING STAFF

Kerala State Electricity Board Thirunavaya & Alathiyur Section Kerala, India

- Generate and process electricity bills for residential, commercial, and industrial customers, ensuring accuracy and compliance with KSEB regulations.
- Review meter readings, consumption data, and tariff plans to calculate billing amounts for various categories of consumers.
- Manage billing inquiries and resolve discrepancies related to charges, payments, and meter readings in a timely manner.
- Maintain accurate records of customer accounts, billing history, and payment transactions in the billing system.
- Ensure timely distribution of bills to customers, coordinating with field staff and the billing department for efficient operations.

CERTIFICATION

- Diploma in Software Engineering
- I am also posses Sales Tax Practitioner License issued by Commissioner, Department of Commercial Taxes, Kerala
- License No 432& Date:By Order No M4-885(1)-08 DATED 08.11.2012

SOFTWARE PROFICIENCIES

- Tally
- C, C++
- Html
- VB
- Java
- MS Word
- MS Excel
- MS PowerPoint

LANGUAGES

- English
- Malayalam
- Tamil

PERSONAL INFORMATION

Marital Status : Married
Nationality : Indian
Gender : Female

PASSPORT DETAILS

Passport No : C 1003098
Date of Issue : 14.08.2024
Date of Expiry : 13.08.2034

AUDIT ASSISTANT

MS Associates (Tax Consultant and practitioners) (Under VAT Rules)

2013 – 2014

Kerala, India

- Assist in conducting internal and external audits by collecting, verifying, and analyzing financial data and records.
- Support auditors in reviewing financial statements, balance sheets, income statements, and other reports to ensure accuracy and compliance with accounting standards.
- Assist in performing risk assessments and identifying areas for improvement in internal controls and operational processes.
- Prepare audit work papers, documentation, and supporting evidence for audit findings in accordance with audit standard.

ACCOUNTANT

P Viswanathan (Tax Consultants) (Under VAT Rules)

2009 – 2013

Kerala, India

- Prepare and review tax returns for individuals and businesses, ensuring accuracy and compliance with tax regulations and laws.
- Assist in tax planning and strategy development, providing recommendations to optimize tax liabilities and benefits.
- Maintain up-to-date knowledge of tax codes, laws, and regulations to ensure compliance and provide informed guidance.
- Analyze financial statements and records to determine tax implications and identify potential deductions or credits.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

SARITHA.KODAKKAT