

ATHIRA V K

Accountant



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☎ +971568987342

📍 Al Nahda, Sharjah

📅 04/05/1995 💍 Married

🇮🇳 Indian 👤 Female

🆔 V7183924

Profile

Accurate and detail-oriented finance professional skilled at managing accounts payable and maintaining all accounting records and files. Effective communicator with great analytical skills and excellent teamwork abilities.

Skills

PERSONAL ATTRIBUTES (Tally Applications. Attention to detail. Order processing. Team player. People oriented, strong resolution skill. Adept at general ledger posting, and bookkeeping. Preparing financial reporting. Problem solving.),

SOFTWARE SKILLS (Accounting software-Tally, MS Applications - MS Excel, MS word)

Languages

ENGLISH, HINDI, MALAYALAM

Professional Experience

AL LAMSAH AL SAREEAA STEEL & ENGG WORKS,

Accountant

03/2023 – present | Sharjah, United Arab Emirates

- Petty cash voucher files
- Cheque payment Voucher files along with Purchase bills
- Bank statement File and Reconciliation statement
- All Salary Account and advance payment vouchers File
- LPO QTN Delivery Note Project Drawings Invoice submitted All- inclusive one file
- Purchase Bills File all cash and credit purchase bills
- Daily Project wise Report Fabrication Finished Report File for the updating
- Goods Received Copy of the Delivery note mentioning pertains to the Project Daily Report (To cost cutting)
- Creditors File for the payable pending Report File
- Debtors File for the Receivable Report File
- Vat Filing Report for the 3 months (1. sales 2. purchase 3. Expenses 4. Asset purchase 5. vat submission payment Voucher)
- Each and every in-tally Report or printed form to be keep for accounting information

BENTON FOOD STUFF TRADING,

Admin cum Sales executive

07/2022 – 01/2023 | Dubai, United Arab Emirates

- Generating leads, maintaining accurate records, tracking sales data.
- Marketing of seafood products.
- Negotiating the price and preparing the LPO.
- Analyzed and properly processed product returns, assisting clients with finding alternative merchandise to meet their needs.
- Effectively crossing the monthly target.
- Solving customer complaints related to orders.
- Preparing reports and tallying accounts.
- Ledger maintenance

Courses

M.Com (Finance), University of Calicut

2017 – 2019 | Calicut, India

B. Com (Co-operation), University of Calicut

2013 – 2016 | Calicut, India