



AMBIKA T

Experienced Accounts & Finance professional with excellent analytical skills and result driven attitude. Having proven track record in Financial management, Financial reporting, Auditing and Taxation. Seeking a challenging career in an organization which recognizes the value of hard work and where my knowledge and skills can be leveraged for the attainment of organizational objectives and trusts me with responsibilities and challenges

@

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BUR DUBAI , DUBAI

EDUCATION

MBA Finance (Incomplete)
Bharathiyar University

B Com Finance 2016
Bharathiyar University

12th State Board 2012

10th State Board 2010

LANGUAGES

English : Fluent
Hindi : Fluent
Malayalam: Native

Experience

SREEKRISHNA STEELS (VADHI STEELS PRIVATE LIMIEDT) **ACCOUNTS MANAGER**

June 2019 to December 2023

- Preparation and Filing GST return & GST Audit
- Preparation of Books
- Data Preparation for Audit
- Preparation of Project Reports, Provisional & Projected Financials for.
- Preparation of Workings & Filings of TDS Return and Advance Tax.
- Preparation of Bank reconciliations.

PANA IMPEX (Group of Athachi sons private limited) - Accountant

July 2017 to May 2019

- Preparation and Filing GST return & GST Audit
- Preparation of Books
- Data Preparation for Audit
- Preparation of Project Reports, Provisional & Projected Financials for.
- Preparation of Workings & Filings of TDS Return and Advance Tax.
- Preparation of Bank reconciliations.

CLASSIC BUILDERS-ACCOUNTANT

Year 2016-2017

- Preparation and Filing VAT return
- Preparation and Filing of Service Tax Return
- Preparation of Books

SURESH CHANDRAN & CO CHARTERED ACCOUNTANTS - AUDIT ASSISTANT

Year 2015-2016

- Statutory Tax Audits.
- Statutory Company Audits of Unlisted Companies.
- Preparation and Filing Income Tax Returns.
- Preparation and Submission of periodic VAT returns.
- Preparation of Project Reports, Provisional & Projected Financials for various clients.
- Preparation of Workings & Filings of TDS and Advance Tax Returns.

 **N.A VISWANATHAN & CO. CHARTERED ACCOUNTANTS-AUDIT ASSISTANT**
Year 2013-2014 (1 and Half year)

- Statutory Tax Audits of Various Manufacturing, Trading & Service Concerns.
- Statutory Company Audits of Unlisted Companies.
- Preparation and Filing of Income Tax Returns manually.
- Preparation of reconciliations.
- Preparation of Project Reports, Provisional & Projected Financials for various clients.
- Preparation of Net worth Certificates & other Certificates which requires Chartered Accountant Certification.
- Preparation of Workings & Filings of TDS and Advance Tax Returns.
Half Yearly Statutory Branch Audit of Federal Bank

SKILLS

- Good written and verbal communication skills
- Excellent prioritization and multitasking abilities

OTHERKNOWLEDGE

- Certification from Kerala State Rutronix in Professional Diploma in Computerised Financial Management
- Certificate course in UAE VAT and Corporate Tax from Mr. Teach Academy

ADDITIONAL INFORMATION

- Visit Visa (Valid upto 16/03/2024)