

Archana Shaji Accountant

📍 Al Quoz, Dubai, UAE

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☎ 0561902334

📅 11/11/1997

🚩 Indian

🆔 V7442748

👤 Single

👤 Female



🎯 Objective

I am looking for a challenging assignment that will promote my career advancement and long-term relationship in an organization where my education, experience, and talent could make a significant contribution to organizational objectives and employment experience.

📁 Professional Experience

Accountant cum Admin, KINGS AUTO GARAGE

12/2022 – present
DUBAI, UAE

- Solely handling entire company accounting activities.
- Issuing and dispatching invoices to various clients on a daily, weekly and monthly basis.
- Handling WPS.
- Handling bank reconciliation and preparing financial reports.
- Posting customer payments by recording cash and cheques.
- Verifying the validity of account discrepancies by obtaining and investigating information from sales.
- Resolving collections by examining customer payment plans, payment history, and credit line, coordinating and contacting the collection department.
- Summarizing receivables by maintaining invoice accounts, coordinating monthly transfers to accounts, receivable accounts, verifying total, and preparing reports.
- Handling petty cash and making payment vouchers.
- Preparing cash flow, debtors & creditors aging report and submitting to the management.
- Prepare reports as required, meeting deadlines.
- Vat submitting as per UAE law.

ACCOUNTANT, PROLIFIC ENERGY FZE

06/2022 – 11/2022
DUBAI, UAE

- Preparing accounts and VAT returns.
- Making payments and keeping the bills paid.
- Processing incoming payments.
- Issuing and dispatching invoices to various clients
- Handling petty cash and making payment vouchers.
- Preparing cash flow, debtors & creditors aging report and submitting to the management.
- Prepare reports as required, meeting deadlines.

ACCOUNTING AND AUDIT ASSISTANT, M.V. TOMY & CO. KERALA, INDIA

03/2020 – 04/2022
Kottayam, India

- Preparation of Bank Reconciliation Statement
- Monthly Closing of financial statements.
- Experience in Statutory Audit, Tax Audit, Concurrent Audit and Internal Audit of companies and non-profit organizations.
- Bank, inter-company, debtors and creditors reconciliation.
- Preparation and Finalization of Financial Statements.
- Maintaining books of accounts.

- Preparation and Filing of Direct and Indirect Tax Returns of Corporates and Non Corporates.
- Bank Audits of State Bank of India and Concurrent Audits of Federal Bank
- Preparation and Assisting in processing balance sheets, Profit and Loss Account , Cash Flow Statement and other financial statements.
- Preparation, Filing and Advisory of statutory services like TDS, ESI, EPF, Service Tax and GST

ACCOUNTING AND AUDIT ASSISTANT, K. K PADMANABHA PILLAI & CO.

04/2019 – 02/2020

India

- Preparation of Bank Reconciliation Statement
- Monthly Closing of financial statements.
- Experience in Statutory Audit, Tax Audit, Concurrent Audit and Internal Audit of companies and non-profit organizations.
- Bank, inter-company, debtors and creditors reconciliation.
- Preparation and Finalization of Financial Statements.
- Maintaining books of accounts.
- Preparation and Filing of Direct and Indirect Tax Returns of Corporates and Non Corporates.
- Bank Audits of State Bank of India
- Preparation and Assisting in processing balance sheets, Profit and Loss Account , Cash Flow Statement and other financial statements.
- Preparation, Filing and Advisory of statutory services like Service Tax and GST

Education

Chartered Accountant, Institute of Chartered Accountants of India
Pursuing

present
Delhi, India

Masters of Commerce, IG|NOU

2021 – 2022
Delhi, India

Bachelors of Commerce, Mahatma Gandhi University

2015 – 2018
India

Languages

English • Hindi • Malayalam • Tamil

Skills

Tally ERP 9 & Tally prime

VAT Return Filing

Income Tax Return
Software(Spectrum)

MS Excel

MS Office Word

MS Power Point

Good communication
and team-building skills.

Proactive and result-
oriented with in all
aspects of Management,
public relation and
finance

**GARAGE
MANAGEMENT
SYSTEM S
SOFTWARE**

Projects

E-commerce in Banking

2018

Comparison of E-commerce in Federal Bank and Canara bank

Courses

Information Technology Training Course(ITT), ICAI

2019

Orientation Programme Course, ICAI

2019

Declaration

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

ARCHANA SHAJI

Dubai