

# 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

- 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

India

 **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.

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**ARCHANA SHAJI**

Dubai