

DEEKSHITHA ASHOKA ACHARYA



✉ deekshithaacharya1111@gmail.com

☎ 0522369768

📍 Dubai Investment Park 1, RDK Building, Dubai

🚀 SKILLS

Tally ERP.9

Advanced book keeping

Budgeting

Accounting

Tax preparation

👤 PERSONAL DETAILS

Date of Birth : 11/11/1999

Marital Status : Married

Nationality : Indian

Passport : Y2712351

Gender : Female

🎯 OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

💼 EXPERIENCE

Assistant Accountant

1/Aug/2023 - 20/Jun/2025

Zenith Engineering & Services

- * Manage the financial aspect of the company.
- * Set up vendor accounts, entered vendor invoices, debit memos, and credits.
- * Oversaw administration of all check deposits.
- * Maintaining a ledger book, petty cash handling in regular basis.
- * Worked in collaboration with the controller to ensure the accuracy and integrity of financial information in support of overall business objectives.

Accountant

05/Dec/2020 - 30/Jun/2023

A J Security Services, Mangalore

- * Preparing invoices, employees attendance, employment gratuity, salaries.
- * Petty cash handling and book keeping.
- * Stock and expenses maintaining.
- * Checked employee expense reports and submitted for signatures.
- * Reconciled month end totals to ensure timely and accurate reporting of financial information.
- * GST filing.

Assistant Accountant

03/Sep/2018 - 31/Oct/2020

H R Roopesh & Co, Sakleshpura

- * Maintaining and Updating audit documentation as a part time

🎓 EDUCATION

B.com

2020

Mysore University Government First Grade College, Sakleshpura.
70.97%

PUC

2017

St Agnes PU College, Sakleshpura
85.5%

SSLC

2015

St Joseph's High School, Sakleshpura
70.72%