



Leeba Mariam Alex

ACCOUNTANT

PERSONAL INFO

Diligent accountant with 5+ years of experience in financial management, seeking opportunities to contribute expertise in accurate record-keeping, financial analysis, and compliance. Also interested in a switch and thrive in the field of Hospital Administration. Committed to driving organizational success through precision and efficiency.

EDUCATION

- | | | |
|---|---|------------------|
| ➤ | Hospital Administration
<i>ISSD</i> | 2022-2023 |
| ➤ | Master of Commerce (M.com)
<i>Mahatma Gandhi University</i> | 2017-2019 |
| ➤ | Bachelor of Commerce (B.com)
<i>Kerala university</i> | 2012-2015 |

EXPERIENCE

- | | | |
|---|--|------------------|
| ➤ | Accountant
<i>Shaji.D & Co, Chartered Accountants,</i> | 2018-2020 |
|---|--|------------------|
- **Financial Record Management** - Utilized advanced accounting software for accurate record-keeping. Managed Income Tax and GST accounting, ensuring compliance.
 - **Project Work** - Successfully executed loan projects, demonstrating financial acumen.
 - **Audit Assistant** - Worked as an audit assistant, preparing schedules for efficient audits.
 - **Financial Reporting** - Proficient in preparing P&L, Balance Sheets, and comprehensive project reports.
 - **Communication Skills** - Effectively communicated financial insights to diverse stakeholders.

CONTACT

- ☎ +971 55 377 8366
+971 52 875 1341
- ✉ leebamariamalex@gmail.com
- 📍 **Bur Dubai , UAE**
Visa Status : Visit
Visa Validity: 14 February 2024

SKILLS

- Communication Skills
- Accounting Skills
- Preparing journals

TOOLS

- Tally
 80%
- GST (Accounts Assistant)
 75%
- MS Excel
 80%
- MS Powerpoint
 85%

PERSONAL INFO

Date of Birth : 26.08.1993

Gender : Female

Marital Status : Married

Husband's Name : Tiju J Oommen

Languages Known : English,Hindi,
Malayalam

Hobbies : Reading books and
listening to music.

Nationality : Indian

Religion : Christian



Accountant

2020-2021

MP Tax Associates

- **Document Management** - Proficient in preparing invoices, bills, and meticulous management of accounts.Experienced in crafting detailed journals and vouchers for precise financial recording.
- **Communication and Collaboration** - Established effective communication channels, coordinating seamlessly with vendors.Collaborated with auditors, ensuring smooth processes, and maintaining compliance.
- **Financial Expertise** - Conducted in-depth financial analysis, providing valuable data-driven insights.Implemented process optimization, introducing automation for increased efficiency.
- **Client Relations** - Maintained robust client relationships, delivering financial insights for informed decisions.



Accountant

2022-2023

Jacob Associates

- **GST Management** - Proficient in navigating and managing Goods and Services Tax (GST) compliance. Ensured accurate reporting and compliance with GST regulations.
- **Financial Reporting** - Expertise in crafting comprehensive financial reports for analysis and decision-making.Utilized advanced tools for efficient data presentation and analysis.
- **Preparation of Final Accounts** - Led the meticulous preparation of final accounts, including P&L and Balance Sheets.Ensured adherence to accounting standards, providing a clear financial picture.

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Leeba Mariam Alex