



LAKSHMI JOSHI

Accountant

+971-501208345

lakshmipj@outlook.com

Sharjah, U.A.E.

PROFESSIONAL SUMMARY

Talented, resourceful Accountant professional with 2+ years of results driven experience. Attained master of commerce (Finance), further Certified with SAP FICO, GCC VAT and professional diploma in computerized finance accounting. Primarily noted for competencies in financial data entry and reporting and analyze budgets and create expense reports.

PROFESSIONAL SKILLS

- ❖ SAP FICO
- ❖ GCC VAT
- ❖ Ability to plan, organize & prioritize work
- ❖ Bookkeeping operations
- ❖ Voucher creation
- ❖ Data collection and sampling
- ❖ Financial data analysis
- ❖ Financial reporting
- ❖ Financial Planning & Strategy
- ❖ Cost Reduction Strategy
- ❖ Monthly & Year-End Closing
- ❖ Statement Review
- ❖ Budgeting and Forecasting

PERSONAL DETAILS

- ❖ Nationality: India
- ❖ Date of Birth: 29th June 1996
- ❖ Marital Status: Married
- ❖ Visa Status: Family Visa

EXPERIENCE

01/2021 - 06/2023

Devi Electricals | India

Accountant

- Maintaining accurate accounting records including journal entries.
- Analyze budgets and create expense reports
- Examine tax policies and handle tax payments and returns
- Post transactions and categorize records in the general ledger (e.g., by assets, liabilities and expenses)
- Prepare month-end closing entries for detailed reporting and record keeping
- Preparation of Day Books
- Financial Data Entry & Reporting
- Advise clients on financial issues via email or phone

EDUCATION

2020

CALICUT UNIVERSITY | India

Master of commerce (Finance)

2017

CALICUT UNIVERSITY | India

Bachelor of commerce (Cooperation)

CERTIFICATIONS

- SAP FICO
- GCC VAT
- Professional diploma in computerized finance accounting

SOFTWARE SKILLS

- Microsoft Office
- Tally prime
- SAP

DECLARATION

I hereby declare that the information stated above is correct to the best of my knowledge and belief. I will solely be responsible for any discrepancy found in them.

LANGUAGES KNOWN

- ❖ English
- ❖ Hindi
- ❖ Malayalam

REFERENCE

Available on request