

# MEGHA KANJIRAPUZHA

## ACCOUNTANT

+ (971) 526182913 # meghajithin5@gmail.com # Dubai, UAE



Experienced Accountant proficient in GST and VAT filing, Tally, and general accounting practices in India for over four years. Specialized in managing financial transactions, ensuring compliance with taxation laws, and maintaining accurate records. Proven ability to handle diverse accounting tasks efficiently and contribute to the financial health of organizations. Strong understanding of Indian taxation systems and adept at utilizing accounting software for streamlined operations.

## SKILLS

- **Tally Software:** Expertise in utilizing Tally ERP software for accounting purposes, including data entry, ledger maintenance, financial statement preparation, and generating reports.
- **Accounting Principles:** Sound understanding of accounting principles and practices, including accrual accounting, double-entry bookkeeping, and financial statement analysis.
- **Taxation Laws:** Familiarity with Indian taxation laws and regulations, including GST, VAT, income tax, and other relevant statutes governing financial transactions.
- **GST and VAT Filing:** Proficient in preparing and filing Goods and Services Tax (GST) and Value Added Tax (VAT) returns in compliance with Indian tax regulations.
- **Problem-Solving:** Skillful in identifying discrepancies, resolving accounting issues, and implementing solutions to streamline accounting processes.
- **Time Management:** Proficient in managing multiple tasks efficiently, meeting deadlines, and prioritizing workload to ensure timely completion of accounting activities.

## PROFESSIONAL EXPERIENCE

ACCOUNTANT, MANESH ASSOCIATES, PAYYAANNUR. SEP-2021 TO OCT-2023

- Maintaining accurate and up-to-date financial records, including ledgers, journals, and financial statements.
- Managed the preparation and filing of Goods and Services Tax (GST) and Value Added Tax (VAT) returns in compliance with regulatory requirements..
- Utilized Tally ERP software for data entry, reconciliation, and generating financial reports..
- Oversaw the processing of invoices, ensuring accuracy and timely payments to vendors and suppliers.
- Handled payroll processing, including calculating salaries, deductions, and issuing paychecks or direct deposits.

Practical Training Programme, JR ASSOCIATES, PAYYAANNUR. Jan-2019 to Mar-2021

- Participated in practical training sessions to gain hands-on experience in accounting practices.
- Assisted senior accountants in preparing financial statements, ledgers, and reports using Tally software.
- Learned to navigate and utilize various modules of Tally ERP for data entry, inventory management, and taxation.
- Contributed to the filing of GST and VAT returns, ensuring accuracy and compliance with regulatory requirements.

## EDUCATION

2014-2017  
Bachelor of Commerce (B.Com), Co-operation  
Vidhyamandir College, Payyannur

2012-2014  
VHSE (Commerce, office, Secretaryship)

2012  
SSLC (Kerala State Syllabus)

## PERSONAL INFO

Date of birth : 08/12/1996  
Nationality : Indian  
Marital status : Married  
Passport no : P9858391  
Visa Status : Spouse Visa  
Language : English, Malayalam