

# MARIYAMOL CHACKO

## Accountant

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📍 Al karama, UAE

in <https://www.linkedin.com/in/mariyamol-chacko-a3a69a201>



## Profile

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Dedicated financial accountant with 2.5 years of experience. Proficient in Tally ERP, Zohobooks and Xero. Proven track record of ensuring accurate financial records and compliance. Detail oriented and committed to delivering high quality work in a timely manner.

## Professional Experience

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### Accounts Executive, CNK Hussain Alsayegh Chartered Accountants

01/2022 – 01/2024

Dubai

- Managed entire accounting process of various companies.
- Handled monthly and annual accounts closing.
- Payroll management
- Prepared gratuity works and final settlement calculations.
- Prepared budget, budget analysis and budget comparison
- Bank reconciliations
- Prepared invoices
- Coordinated Internal and external audits.
- Handled account receivables and account payables
- Coordinated finance meetings
- Assisted in preparation of VAT workings and VAT filings

### Audit Assistant cum Accountant, JCC and Associates

04/2021 – 10/2021

Thodupuzha, Kerala,  
India

- Prepared financial statements.
- Monthly and annual accounts closing.
- Assisted in financial audits and preparation of audit reports.
- Analysis of data and preparation of various documents and certificates

## Technical Skills

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Tally

Xero

Zoho books

Excel

## Highlights

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Budgeting and forecasting

Bank reconciliation

Invoice preparation

Accounts finalization

Payroll management

VAT filing

Time management

Continues improvement

Analytical skills

Communication

Ability to multitask

## Education

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**CMA Intermediate**, *The Institute of Cost Accountants of India*

07/2019 – 12/2020  
India

**Bachelor of Commerce**, *Mahatma Gandhi University*

07/2016 – 03/2019  
Kottayam, India

## Certificates

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**Tally ERP9** (BSS Computer college, Thodupuzha India)

## Languages

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English • Malayalam