



NEERAJA RAJEEV

CONTACT INFO

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🏠 Al khail Gate,
Al quoz Industrial area 2,
Dubai, United Arab Emirates.

SKILLS

- Good knowledge in cost accounting
- Interpersonal Skills
- Internal Auditing
- Book Keeping
- Annual Reports
- Financial Reporting
- Team Work
- Client Management

COMPUTER KNOWLEDGE

- Tally PRIME
- Tally ERP-9
- Winman Software
- GST & ITR Utilities
- Microsoft Excel
- Microsoft Word



OBJECTIVE

Seeking for an opportunity in a renowned organization, to contribute towards the growth of the organization, based on my skills and to learn from the structured framework of the organization.



WORK EXPERIENCE

- **Menakart (OMA Emirates)**
Dubai, UAE

ACCOUNTANT

May 2023 - November 2023

- Preparation of Financial Statements and reporting to top management on monthly basis.
- Assist in preparing documents for Vat filing.
- Assist in all relevant entries pertaining purchase, sales, payouts, bank reconciliations, Vendor payments etc
- Resolved stock reconciliation discrepancies in a timely manner.
- Ensure management with the insight of all the pending payments
- Prepare and maintain petty cash on daily basis and whenever required
- Monitoring Accounts Receivables and payables
- Daily purchase and sales entries are to be updated

LANGUAGES

- English
- Hindi
- Malayalam

STRENGTH

Analytical mind, Quick learning, Negotiation skills, Ability to develop a strong working relationship

- V Sunod Kumar & Associates
TRIVANDRUM, INDIA

ACCOUNTANT CUM AUDIT EXECUTIVE
JANUARY 2021 - FEBRUARY 2023

- Prepare COD invoices and purchase orders and airway bills.
- Updating orders completion status in backend.
- Assist on customer refund.
- Audit Coordinator for Principal Auditor for Company Audit as per Companies Act, 2013
Income Tax Audit as per Income Tax Act, 1961, GST Audit as per CGST Act, 2017, and Internal Audit.
- Assign duties to Junior Audit Assistants, Coordinating their works and reporting to Principal Auditor.
- Reviews of Financial documentation, produced statement for management on accounting status and discrepancies.
- Finalization of Accounts of Companies & Others.
- Responsibility of analyzing the accounts receivables and aging reports thereof.
- Continues Communication with clients and customers to arrange payments.
- Preparing month end Reports and Support in information preparation for board of directors
- Monthly Bank reconciliation and Intercompany reconciliation.

- Benoy Varghese & Associates
KOTTAYAM, INDIA

ACCOUNTANT CUM AUDIT ASSISTANT
NOVEMBER 2019 - DECEMBER 2020

- Preparation of provisional, estimated and projected financial statement
- Auditing
- Assisting in GSTR Filing
- Knowledge in Tally ERP 9
- MS Word, MS Excel
- Handling Clients



EDUCATION

- 2020

CMA / ICWA FINALIST (Final 1 Group Qualified)

Institute of Cost & Management
Accountants of India

Specialization: Cost Accounting

- 2017

**Certificate in Accounting
Technician (CAT)
Grade/Mark-85%**

- 2016

Higher Secondary (Kerala DHSE)
M.C.G.H.S.S Arpookara, Kottayam
Grade/Mark-87%



Certifications

- Completed 100 hours compulsory computer training programme conducted by ICAI at Trivandrum Branch
- Completed Soft Skills Training programme conducted by ICAI at Trivandrum Branch



PERSONAL DETAILS

- Date of Birth : 19 - 05 - 1998
- Sex : Female
- Marital Status : Single
- Nationality : Indian