



# PRANISHA E K

📍 Al Nahda 1, Dubai, U.A.E

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✉️ ekpranisha7@gmail.com

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## PROFESSIONAL SUMMARY

Knowledgeable Accountant bringing one and half years of experience. Successful at revamping and Strengthening controls, reorganizing processes and simplifying procedures to maximize efficiencies

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## WORK HISTORY JOSEKAPPEN AND COMPANY, ERNAKULAM

**Accountant and Audit Assistant** (October2022 - Dec 2023)

### ◆ Tax Planning:

- Assist in tax planning and strategy development to minimize tax liabilities and optimize tax positions.
- Coordinate with clients & company staff for accounts related work.
- Collection of documents and confirmation by e mail.

### ◆ Tax Audit Preparation:

- Prepare and record asset, liabilities, revenue and expenses entries by compiling and analyzing account information.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions, resolving queries.
- Maintain general ledger by, transferring subsidiary accounts, preparing a trail balance, reconciling entries.
- Summarize financial status by collecting information, preparing balance sheet, profit and loss, and other statements. Prepare for and assist in conducting tax audits.
- Gather and organize necessary documentation and evidence to support tax positions.

### ◆ Tax Compliance:

- Prepare and file tax returns, ensuring compliance with local tax regulations and laws.
- Stay updated on changes in tax laws and regulations.

### ◆ Reconciliation:

- Perform bank reconciliations and resolve discrepancies Reconcile accounts and ensure the accuracy of financial data.

### ◆ Audit Assistance:

- Assist in preparing for and conducting internal and external audits.
- Gather necessary documentation and evidence for audit purposes.
- Update MIS/ERP on daily basis and Email daily work sheet to superior.

### ◆ Financial Reporting:

- Prepare monthly, quarterly, and annual financial statements ensure all reports are accurate and submitted on time.

## HARD SKILLS

- Understanding Accounting Practices
- Proficiency in Financial Statements
- General Ledger
- Basic Knowledge in UAE VAT & Corporate Tax
- Understanding of General Business practices
- ERP Tally
- Accounting Principles
- Tax Preparation
- Proficiency in Data Analysis
- Auditing
- Microsoft Word
- Microsoft Excel

## SOFT SKILLS

- Communication
- Interpersonal Skills
- Time Management
- Leadership
- Decision Making
- Problem Solving

## EDUCATION

**CMA Intermediate -2022**  
**Institute of Cost Accountants of India**

**Bachelor of Commerce: Co-operation**  
**Kannur University, India, 07/2017 - 03/2020**

**Commerce with Computer Application**  
**Higher secondary, 07/2015 – 03/2017**

## COURSES

**Institute of Cost Accountants of India**

- SAP 2021
- Skill Training and Assessment
- Microsoft Office Intermediate Programme (Word, Excel, PowerPoint)
- E-Filing training
- Cambridge University Press Soft Skills & Employability skills training

## LANGUAGES

**English**

**Hindi**

**Malayalam**

**Tamil**

## PERSONAL DETAILS

**Date of Birth / Age:** 30/08/1999 - 25yr  
**Visa Status:** Visit Visa  
**Passport:** Y2326832

**Nationality:** India  
**Gender:** Female

**Social media:** [www.linkedin.com/in/pranisha-e-k-a50aa1248](https://www.linkedin.com/in/pranisha-e-k-a50aa1248)