



DEVIKA RAJAN

Accountant

I am a dynamic and aspiring accountant with a robust educational background in accounting principles, coupled with an unwavering passion to catalyze my career in finance. Fueled by a commitment to excellence, my career objective is to secure a challenging accountant position within a dynamic and collaborative work environment. Armed with a solid foundation of academic expertise, I am poised to seamlessly integrate theoretical knowledge with hands-on experience, contributing to the financial success of the organization. I seek a role that not only hones my skills but also fosters professional growth. Eager to leverage my dedication, analytical prowess, and strong interpersonal skills, I am ready to make a meaningful impact in the world of finance.

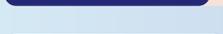
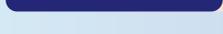
CONTACT

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- Muroor, Abu Dhabi, UAE
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ADD-ON COURSES

- Master's in Foreign Accounting (2023)
- Tally (2023)

SKILLS

- Tally ERP 9  92%
- Peach Tree  95%
- Quick Book  93%
- Tally Prime  94%
- Pay Roll  90%
- VAT  95%
- GST  90%
- MS office Suite  92%

LANGUAGES

- English Fluent
- Malayalam Native
- Hindi Basic
- Tamil Proficient

REFERENCES

Sunil kumar
Director of Koushikam builders and developers
Mob: +919495711222

EDUCATION

- MASTER OF BUSINESS ADMINISTRATION(HR)
IGNOU(In Progress) India 06/2022 -Present
- BACHELOR OF COMMERCE
Calicut University India 05/2019-03/2022

PROFESSIONAL EXPERIENCE

- ASSISTANT ACCOUNTANT
Koushikam builders and developers India 05/2022-12/2023
- Conducted daily bank reconciliations with a 99% accuracy rate in financial transactions.
- Facilitated timely vendor payments, enhancing efficiency and accelerating payment cycles by 15%.
- Assisted in managing accounts payable, collections, and payroll, reducing payment processing time by 20%.
- Implemented a systematic expense reporting approach, achieving a 95% adherence to documentation standards.
- Generated detailed reports on company expenditures, offering critical insights into cost positions for strategic decision-making.
- Ensured 100% compliance with statutory and compliance obligations, addressing accounting and tax matters.
- Produced comprehensive payroll reports, financial statements, and reports, contributing to a 25% efficiency improvement and facilitating management reviews.
- Conducted day-to-day maintenance of accounts in Tally, preserving data accuracy and integrity.
- Generated daily, weekly, and monthly reports, enhancing data accessibility and supporting data-driven decision-making.