



# REVATHY S NATH

## ACCOUNTANT

An experienced accounting expert seeking a challenging role with a rapidly growing organization. Bringing my skills and 5 years of experience to assist the company with accounting operations and procedures. Looking for a role where I can apply my high-level accounting and administrative knowledge to serve the organization.

### Age & Date of Birth

27, 07th April 1997

### Nationality

Indian

### Passport Number

X5678774

### TECHNICAL SKILLS

- Accounting & Data analysis
- Financial reporting
- Cash Management
- Taxation.
- Service orientation
- General business knowledge
- Problem-solving
- Accounting Software & office software,
- Windows, Tally ERP 9, Tally Prime, MS Word & MS Excel.
- Certified In Business Intelligence tool - Power BI.

### PERSONAL SKILLS

- Flexibility
- Communication Skill
- Creativity
- Emotional Intelligence
- Attention to Detail
- Responsibility
- Organization Skills

### LANGUAGE PROFICIENCY

- English
- Malayalam
- Hindi
- Tamil

### REFERENCE

**MR. SAJUMON K GEORGE**  
SPACEWAY TRADES PVT LTD -  
DIRECTOR

☎ +91 97 467 457 03

✉ info@spaceway.in

**MR. RAJESH PP**  
MANAGING DIRECTOR OF  
PREMIER FINANCIAL SERVICES

☎ +91 94 475 968 37

✉ rajeshpp2@gmail.com



### Mobile

+971 0566284582 , +91 95 39 471 790



### Email

revathysnath123@gmail.com



### Current Address

Al Qusais, Dubai,  
United Arab Emirates

### MY EDUCATION

**MASTERS OF COMMERCE (WITH ELECTIVE FINANCE)**

Mahatma Gandhi University (Pursuing)

**BACHELOR OF COMMERCE (WITH ELECTIVE FINANCE)**

Kerala University

**HIGHER SECONDARY**

Kerala Board of Higher Examination

**SSLC**

Kerala Board of Public Examination

## WORK EXPERIENCE

DEC 2021  
JAN 2024

### FINANCE & ACCOUNTS

#### SPACEWAY TRADES PVT LTD

Kochi, Kerala-682011

#### Key Role:

- Manage all accounting transactions
- Generating E-Invoicing & E - Way Bill.
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

JUN 2018  
NOV 2021

### ACCOUNTS CONSULTANT

**PREMIER FINANCIAL SERVICES,  
ALLEPPEY, KERALA-688011**

#### Key Role:

- View the electronic cash, liability and credit ledgers
- Maintain & Reconcile accounts payable and receivable
- VAT site details checking.
- Various returns and ITC forms
- GSTR 9 and GSTR 4
- Create challan and deposit cash into the electronic cash ledger
- A claim for refund in form RFD-11 (after confirmation from registered person)

## DECLARATION

I hereby declare that the information furnished above by me is true and correct to the best of my knowledge and belief.

**REVATHY S NATH**