




 +9710563260641

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 Burdubai Bank Street

PERSONAL INFO

- Date Of Birth : 22.02.2002
- Gender : Female
- Passport No : T4679235

SKILLS

- Ms Excel
- Ms Word
- Tally ERP
- Tally prime

SOFT SKILL

- Communication
- Adaptability
- Hardworking
- Team work

LANGUAGES

- English
- Malayalam

SAHALA M S

ACCOUNTANT

PROFESSIONAL EXPERIENCE

Seeking a position of an Accountant in a progressive organisation to utilize my educational qualification, and analytical skills for mutual growth and success.

WORK EXPERIENCE

ACCOUNT EXECUTIVE

PROTRACK Accounting and BookKeeping , Dubai ,UAE **May 2023 - Present**

- Computing taxes and tax return as per UAE VAT Law.
- Record keeping and maintenance of accounting systems.
- Preparing Books of Accounts as per GAAP.
- Proficient in filing VAT returns in compliance with UAE VAT regulations.
- Managed corporate tax registration and deregistration processes in compliance with regulatory requirements and deadlines.
- Preparation of Financial Systems and Audit Report.
- Recognized for providing efficient, high-quality service to key customers.
- Assisting Senior staffs for assigned projects.

EDUCATION

Bachelor of Business Administration

St.joseph's autonomous college
Calicut University
2020-2023

Higher Secondary Education

HSS Panangad
2018-2020