



SAJEERA P

CHARTERED ACCOUNTANT- PART QUALIFIED

✉ sajeerasalam123@gmail.com ☎ 0564726687 📍 Dubai, UAE

📁 PROFESSIONAL EXPERIENCE

06/2022 – present
Dubai, UAE

RSN Consultancy ACCOUNTANT

- Managed and assisted more than 20 clients in their respective compliances.
- Engaged in timely closing of accounts and preparation of financial statements under IFRS on Monthly, Quarterly and Yearly basis.
- Handling and Supervising the total VAT Compliance department of the organization.
- MIS Reporting & preparation of Dashboards with actionable insights and commentary for Managements with Trend Analysis on Accounts Receivables (AR / O2C) , Accounts Payables (AP / P2P) and Cash Flow.
- Handling and Supervising the Audit of companies engaged in various industries.
- Performed Budgeting/Forecasting and Variance Analysis.
- Perform Cost Analysis with respect to expenditure appropriateness and allocation, Cost Tracking & Cost Sensitivity Analysis, and check for warning signals of cost-overruns and scope for cost reduction.
- Inspect internal controls, assess risk management, identifying and evaluating indicators of fraud, reporting audit findings, and contributing inputs for improvements with Standard Operating Procedures (SOPs).

07/2020 – 05/2022
Kerala, India

V. M. Mohanan FCA AUDIT ASSISTANT

- Accounting and Book keeping Services of proprietary concerns, firms and companies.
- GST Services including reconciliation.
- Preparation of financial statements, project report and business reports.
- Internal Audit and cash flow management.
- Investment Advisory services.
- Coordinating the works of three branches and act as the communication link.
- Submitting the weekly performance reports to the Manager.
- Month End Reporting to the Managing Partner.

09/2017 – 06/2020
Kerala, India

V. M. Mohanan FCA ARTICLE ASSISTANT

- Statutory audit and Tax audit (Including VAT audit) of proprietary concerns, firm, companies and charitable institutions.
- Preparation of Project reports and business reports.
- Correspondences with Tax authorities and assistance in representing clients.
- Filing of tax returns and Vat returns of the companies, Firms and Individuals.
- Ensured timely completion of various certifications required for the clients.
- Understand Audit guidelines/ able to perform complex audits independently.
- Discuss with Client and Operation teams to understand scope of audit and perform accordingly in the case of Internal Audit.
- Conduct briefing sessions about the work done on a weekly basis to the partners of the firm.
- Preparing reports detailing issues found and recommending corrective and preventive actions to resolve them.
- Study, inspect and assess, budgets, balance sheets and other related financial statements and records.

EDUCATION

2022	CA FINAL GROUP 1
India	ICAI
2016	CA IPCC
India	ICAI
2015	CA CPT
India	ICAI
2018	B.Com
India	Kannur University

SKILLS

- Auditing
- IFRS& UAE VAT
- Financial Analysis
- Direct and Indirect Taxes

TECHNICAL QUALIFICATION

Tally ERP9/ Tally Prime	SAP
Zoho Books	Quick Books
M.S. Office	Winman
Spectrum	

LANGUAGES

English	Arabic
Hindi	Malayalam

PERSONAL DETAILS

Date of Birth : 11.12.1996
Nationality : Indian
Marital Status : Married
Visa Status : Residence Visa

REFERENCES

Shijil George, *Senion Accountant*, RSN Consultancy
imshijil999@gmail.com, 0547554733

Rajesh Cherumanalil, *Chartered Accountant*, M/S. V.M. Mohanan FCA
vmmoffice@gmail.com, 00919847347882