

SANDHYA CHENAKKAPARAMBIL
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CAREER OBJECTIVE

Seeking a challenging position that gives me an opportunity to apply and enhance my knowledge, skill and experience that I had pursued through my academic knowledge and practical exposure.

PROFESSIONAL ABSTRACT

- ◆ Thorough knowledge of accounting policies and principles
- ◆ Advanced knowledge in MS Office ,Tally ERP 9 and Tally Prime.
- ◆ Keen understanding and significant experience in managing and handling Audit assignments of Proprietorship, Partnership Firms, Company and Banks
- ◆ Well versed with compliance and reporting requirements under The Income Tax Act 1961, GST and Companies Act 2013.

EXPERIENCE

AHDAF General Maint. Contr. - Ajman, UAE

Designation : Accountant -April 2022 to October 2022

Job Description

- ◆ Preparation of tax invoices, proforma invoices, quotations
- ◆ Preparation of vat calculations on quarterly basis
- ◆ Preparation of financial statements
- ◆ Monitor and follow up on receivables
- ◆ Coordinate and manage payment and billing details of external service providers, contractors and vendors
- ◆ Manage petty cash expenses
- ◆ Manage relationships with clients and suppliers
- ◆ Maintain company ledgers and daily financial transactions.
- ◆ Manage payroll activities and release salaries.
- ◆ Verify payments and deposits made through the company account and coordinate with the bank.
- ◆ Preparation of bank reconciliation
- ◆ Create daily reports for management and team members.

SVM associates Chartered Accountants - Calicut, India

Designation : Article Assistant -December 2015 to December 2018
: Audit Manager: - December 2018 to January 2020

Job Description

- ◆ Exposure in various areas of financial reporting, auditing and taxation and corporate laws.

- ◆ Assisted in Statutory audit, Tax audit, Internal audit of various companies and firms.
- ◆ Audit related to banks – statutory audits and concurrent audits.
- ◆ Identification and discussion of accounting and audit related matters with management and partners
- ◆ Preparation of documentation for Search Assessments under The Income Tax Act ,1961
- ◆ Compilation of financial statements and other book keeping services for various companies, firms and other entities.
- ◆ Maintenance of accounts, computation of tax and filing of returns for individuals and firms
- ◆ Preparation of business plan, projection of profitability and cash flows.
- ◆ Assisted in VAT audits of companies, partnership firms and proprietorships as per the Kerala VAT Act, 2003
- ◆ Advisory level knowledge in accounting and taxation.

ACADEMIC PROFILE

Course	Name of institution	Year
CA Inter	Institute of Chartered Accountants of India	2018
M com	Annamalai University	2011
B com	University of Calicut	2009
PLUS TWO	Kerala State HSC	2006
SSLC	Kerala State Board	2004

TECHNICAL EXPOSURE

- ◆ Hands on experience in Computerized Accounting (Tally ERP 9, Tally prime etc)
- ◆ Advanced knowledge in MS Excel, MS Word.

PERSONAL DETAILS

Date of Birth : 30/12/1988
 Sex : Female
 Marital Status : Married
 Nationality : Indian
 Visa Type : Husband Visa
 Linguistic Proficiency : English, Malayalam

DECLARATION

I do hereby declare that the particulars provided above are true to the best of my knowledge and belief.

Place: Ajman, UAE
 Date: March-2023

Sandhya Chenakkaparambil