



UNNIMAYA SATHEESAN

Accountant/Assistant Accountant

Detail-oriented Assistant Accountant/Accountant with 5 year effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage divers financial functions, tax management and reporting. Adapt at managing budgets, payroll, invoicing and all other general accounting functions diligently. Instrumental in keeping business operations fully compliant and working with budgetary guidelines.

PERSONAL DETAILS

Mobile : +971 508768474
Email ID : unnimayarohini@gmail.com
Location : AL Gubaiba, Dubai, UAE

Nationality : Indian
D.O.B : 01/04/1998
Gender : Female
Marital Status : Single
Visa Status : Visit Visa
Visa Valid : 02/11/2024

ACADEMIC CREDENTIALS

- 2019 Systems Application & Products in Data Processing**
Accountant Services Society Kochi, Kerala
- 2018 BCom with Computer Application**
De Paul Arts and Science College Edathotty

COMPUTER SKILLS

- Tally ERP 9 & Tally Prime
- Corporate TAX
- VAT
- SAP
- MS Excel
- MS Word
- MS Office
- Data Entry

LANGUAGES KNOWN

- English
- Malayalam

HOBBIES



Music



Travelling



Drawing

KEY SKILLS

- Financial Reporting
- Bank Reconciliation
- Invoice Processing
- Expense Tracking
- Financial Analysis
- Preparing Ledger
- Invoicing
- Reconciliation
- Internal Controls
- Problem-Solving
- Prepare Financial Statements
- Prepare Accounting Reports
- Time Management
- Organizational Skills
- Excellent communication

EXPERIENCES

❖ ACCOUNTANT | 2022 to 2024

CAPITAL FINANCE, KERALA

KEY RESPONSIBILITIES

- Maintained and monitored accounts for gold loans, ensuring accurate records and compliance with financial policies.
- Recorded all purchase and sales invoices, ensuring accurate and timely entries into the accounting system.
- Processed and recorded financial transactions and expenses, ensuring proper documentation and entries in the general ledger.
- Managed and maintained the general ledger, ensuring all transactions are accurately recorded and reconciled.

❖ ASSISTANT ACCOUNTANT | 2019 to 2022

KLIC HOSPITAL, KERALA

KEY RESPONSIBILITIES

- Prepared and analyzed various financial reports related to collections, providing insights and supporting financial decision-making.
- Compiled and prepared financial reports for senior management, highlighting key financial metrics and performance indicators.
- Performed bank reconciliations to ensure accuracy of financial records and resolve discrepancies.

❖ ASSISTANT ACCOUNTANT | 2018 to 2019

ACCOUNTANT SERVICES SOCIETY, KOCHI

KEY RESPONSIBILITIES

- Managed all accounts payable activities, ensuring timely and accurate processing of invoices and payments.
- Generated invoices and account statements, ensuring accuracy and timely delivery to clients.

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and hold the responsibility for the correctness of the above-mentioned information.

UNNIMAYA SATHEESAN