



Fujairah, U.A.E

+971 521543514

vidyaindeevaram@gmail.com



### Personal Details

Gender : Female  
Marital Status: Married  
Nationality : Indian

### Passport Details

Passport No : W8837915  
Expiry Date : 28/12/2032  
Visa Status : Visit Visa

### Strengths

Hard Working  
Punctuality  
Honest  
Very Energetic  
Efficiency  
Self-Motivated

### Languages Known

English  
Hindi  
Malayalam

## ABOUT ME

I am an individual seeking a Junior Accountant Position at a retail Company that will allow me to learn the process, distribution and Sales growth in the corporate world as well as enable me to contribute to the growth and Development of the company.

## AREAS OF EXPERTISE:

- Financial Planning & Strategy
- Finance Management

## WORKING EXPERIENCE

### ❖ Organization:

SAFARI MARKETING

Position: ACCOUNTANT

- + Preparing payroll.
- + Ledger entry reconciliation.
- + Office administration work.
- + Receivable follow up.
- + Payable follow up.
- + Trail balance verification.

### ❖ Organization:

HERCULIES AUTOMOBILES

Position: ACCOUNTANT

- + Established Controls and processes to Perform General Ledger work for the month, quarter, and year end.
- + Reviewed and analyzed ,and year preliminary Financial Statement and month end report to win 100% accuracy
- + Oversaw the company general account operation by strategically controlling and verifying financial transactions.
- + Review and analyses the balance sheet, income statement, cash flow Statement, and variance narrative.

### ❖ Working in chartered Accountant Office

- + Financial Report
- + Bank reconciliation
- + Ledger Verification
- + Prepare and submit tax balance returns

## TEACHING EXPERIENCE

- Taught online Accounting for Non-Accountant Course
- Developed effective teaching modules, materials and curriculum for the target Students
- Took feedbacks from students to assist in improving the teaching methodology and materials

### QUALIFICATION:

- Master Degree of commerce from Mahatma Gandhi University, India
- Bachelors Degree of Commerce from Kerala University, India
- Higher Secondary Education- Kerala, India

### SOFTWARES

- MS Office
- MS Excel
- MS Word

### DECLARATION:

I, **Vidya I.V** hereby declare that the above furnished information is true to the best of my knowledge.

***Vidya I.V***