

SREELEKSHMI ABHILASH

PASSPORT NUMBER :X3225345
VISA STATUS : Visit visa

ACCOUNTANT



CONTACT

+97154 517 3514

lekshmia1412@gmail.com

AL MUTEENA, DEIRA, DUBAI

EDUCATION

2021 - 2022

PROFESSIONAL DIPLOMA IN
CORPORATE MANAGEMENT &
SAP

2018 - 2021

B. COM-BACHELOR OF
COMMERCE
MAHATMA GANDHI
UNIVERSITY, INDIA

SKILLS & EXPERTISE

- TALLY ERP
- MARG ERP
- SAP MM
- SAP FICO
- MS OFFICE
- GST FILING

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Tamil (Basics)

PROFILE

Experienced Accountant with a focus on details and strong analytical skills. I have experience in financial account management, financial statement preparation, and ensuring compliance with regulations. I have a proven track record of using accounting software to improve efficiency and accuracy in financial reporting. My background includes expertise in budget management, tax preparation, and financial analysis. I am skilled at identifying areas for improvement and implementing effective solutions to optimize financial operations. I am also an excellent communicator with a keen eye for detail and a strong commitment to upholding high ethical standards.

WORK EXPERIENCE

Hind Pharma Agencies, PVT Ltd Kerala, India
Chief Accountant

2022 OCT - 2024 JUNE

- Record maintenance:** Maintain accurate and up-to-date financial records, including ledgers, journals, and bank statements
- Expense Tracking:** Monitor and report on company expenses, ensuring compliance with budget
- Accounts payable and Receivable:** Process invoices, manage accounts payable and receivable, and ensure timely payment of bills
- Data Entry:** Accurately enter financial data into accounting software and spreadsheets
- Financial Reporting:** Assist with internal audits by providing necessary documentation and information
- General Support:** Provide general administrative support to the financial department as needed
- Support Audits:** Assist with internal and external audits by providing necessary documentation and information

school of corporate Accounts Ernakulam, Kerala

Assistant Accountant

2021 OCT - 2022 SEPT

- Assisting in the preparation and filing of tax returns, including VAT, GST, and other local taxes.
- Performing bank and account reconciliations to ensure accuracy and consistency in financial records.
- Managing customer invoices, processing receipts, and following up on overdue accounts.

REFERENCE

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief. I am aware that any false information provided may lead to the disqualification of my application.