**RESHMA**

Position: Assistant Teacher, Accountant, Tax and loan Consultant

Experience: 7+ Years

Qualification: M com (Accounting)

Mail: [reshma.375088@2freemail.com](mailto:reshma.375088@2freemail.com)

Current Location: Dubai, UAE

**Career Summary:**

A Goal-driven, highly skilled Accounts & Tax Professional with over 1 years and including Accounting Experience including 7 year Assistant Teacher in India. Highly skilled individual experienced in financial analysis, compliance, accounts reconciliations & general ledger control. Teaching the children the fundamental skill of math and language through the various methods of teaching.

**Core Area Of Expertise:**

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| --- | --- | --- | --- | --- | --- |
|  | Cash Flow & Reporting |  | Financial Planning & Analysis |  | Consolidation & VAT |
|  Month & YE Closing | |  | Internal & External Audit |  | Product Profitability |
|  | Forecasting & Budgeting |  Variance Analysis & Internal Control | |  | Risk Management |
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**Specific Job Achievements:**

* Certificates in Drawing (Elementary and Intermediate) and other in school level.

**Professional Experience Summary:**

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| --- | --- | --- |
|  | Office Assistant CA Khalid K Shaikh- Palghar | Jan 2016- March 2017 |
|  Assistant Teacher Twinkle Star English School - Palghar | | June 2013-Oct 2017 |
|  | Assistant Teacher Ali Allana English High School- Palghar | June 2009 – July 2012 |

**Professional Qualifications:**

* Masters Degree in Accounting from Mumbai University, India
* Post Graduation from Mumbai University, India

**Language & Expertise in Accounting Software’s:**

* English, Marathi & Hindi advance level in writing, reading, speaking & listening
* Outlook and Advance Excel, Vlook up.

**Professional Experience:**

Accountant Assistant & Office Assistant at CA Khalid K Shaikh - Palghar Jan 2016- March 2017

* + Maintain office filling and storage systems.
* Prepare monthly report.
* Check and compile the tax returns.
* Daily handling office work.
* Handling the Documentation and paper work.
* Maintain salary register in MS-Excel.
* Prepare and mail out invoices daily.
* Assist customers and visit.
* Scheduled appointments and meetings.
* Maintain office filling and storage systems.

**Assistant Teacher at Twinkle Star English School: - Palghar - June 2013-Oct 2017**

* Maintaining the complete records of students.
* Teaching about basics of regular life eating, talking, and behaviour.
* Conducting group activities.
* Prepare lesson plans and methods of assessment.
* Teaching the children the fundamental skill of math and language through the various methods of teaching i.e. storytelling, educational games etc.

**Assistant Teacher Ali Allana English High School:- Palghar - June 2009 – July 2012**

* Developing the skills of children by providing them a healthy atmosphere and using the different teaching methods.
* Responsible for handling a class of 50 students of each group 4-6 years.
* Inspiring the students to learn the new things and by doing so shaping their future according to their interest.
* Arranging meetings with parents and discussing the development of the children.
* Interacting with each student and helping him/her to solve their problems.
* Teaching them basics like shapes , colour , counting etc.

**Declaration:-**

* I hereby declare that the above information provided is true and correct to the best of my knowledge.

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