###### D:\pp.jpgPravitha

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**CAREER OBJECTIVE**

To find a challenging position to meet my competencies, capabilities, skills, education and experience in the field of Financial Accounting.

**CAREER PROFILE:**

* 7 1/2 years of experience in accounts,7 years in UAE and 6 months in India.
* Hold a Master’s degree in Commerce (M.Com.)
* Good knowledge in Tally ERP 9, Peachtree and MS Office Applications.
* Can handle accounts up to finalization.
* Highly adaptable to change in a constantly changing environment
* Excellent written and spoken communication skills.

**PROFESSIONAL EXPERIENCE**

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| **From Oct’2007 to Aug’11**  **Mar’2013 –Mar’2016**  **August’17 to Feb’18** | **Accountant**  **Symphony Master, Dubai, United Arab Emirates.( Aircraft operation)**   * Perform daily accounting transactions such as creating & posting vouchers. * Accurately record of transactions like Payment vouchers, Receipt vouchers and Journal vouchers. * Ensure appropriate documentation for all transactions. * Preparation of Cheques and TT Requisitions to the bank * Bank reconciliation and assisting in the payroll * Handling the Petty Cash * Checking the invoices and booking in the system and communicating the discrepancies if any with the customers and making the payments within the credit period. * Accounts Receivable processing - Monitoring the PDC’s * Checking the credit card expenditure and segregating the personal expenditure and deducting it from the salary. * Filing the documents in the proper form * Ensuring the timely renewal of the license and assisting the finance manager in his day to day functions. |
| **From Dec’2006 – June’ 2007** | **Assistant Accountant**  **Nandilath Agencies, Kerala India**   * Responsible for all invoices, receipts, payments, P&L Statements for management * Responsible for day to day duties including Petty cash, Cash Flow, and Filing * Bank Reconciliation |

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# Academic & Professional Background

* Commerce Post Graduate (M.com) from University of Calicut, Kerala, India, in the year 2005
* Bachelor of Commerce (B.Com) from University of Calicut, Kerala, India in the year 2003
* Diploma in computer application with Windows, Excel, MS word, PowerPoint, Tally, Peachtree & Internet

# Areas of strength

* Diversified knowledge and practical experience of accounting, integrated with expertise in computer skills gained through working in corporate set-ups, I am Punctual, Patient, Organized, Hardworking and Reliable.

**PERSONAL INFORMATION**

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| **Nationality:** | Indian |
| **Age and Birth date:** | 35, 17th April 1982 |
| **Marital Status:** | Married |
| **Gender:** | Female |
| **Residence:** | Karama |
| **Languages Known** | English , Malayalam, Tamil |
| **Visa Status** | Husband Visa |