

***SHARIKA***

***SHARJAH,UAE***

***E-Mail:*** ***sharika-394030@2freemail.com***



***Profile***

***Objective*** *ToworkforanorganizationwhereIcaneffectivelyusemy knowledge,ski****l****s,withatitudeofresponsibilityandconfidenceto taketheorganizationaswe****l****asmycareertogreaterheightsand achievesuccess.*

|  |  |  |
| --- | --- | --- |
| ***Summary*** | *AbuddingprofessionalwithM.Com Finance.Possessanalytical* |  |
| *thinking,innovativemindandproblem solvingability. Aquick* |  |
|  |  |
|  | *learnerwithabilitytoworkunderpressureandmeetdeadlines.* |  |



***ProfessionalExperience***

***1.Designation:Accountant***

***Duration :15-10-2018to04-04-2019***

***Organization: CHARTED***

***ACCOUNTANTSFIRM***

***Responsibilities***

* *Preparationoffinancials*
* *PreparationofReceipts&paymentsstatement*
* *Regular&compoundingGSTfilingsofdifferenttypesofcompanies.*
* *TakingGSTregistrations*
* *TDScomputations&filing*
* *Providentfund,ESIcalculations&onlinefiling*
* *Preparationofincometaxcomputations&filing*
* *RaisingofE-waybi****l****s*
* *Auditing&vouchingofdaybooks,cashbooks,ledgerbooks,passbooks& bi****l****s*
* *MaintainingaccountsofdifferenttypeofcompaniesinTa****l****y.*
* *Daybookwriting.*



***2.Designation:AccountsExecutive&BranchAdministration Duration :22-09-2012to20-04-2015***

***Responsibilities***

* *Preparingcashbook,JournalandLedgerAccounts.*
* *Preparingsalaryandcommissionsstatements*
* *DocumentationofSalesandPurchasedetails*
* *PreparingMonthly&AnnualOutstandingStatement*
* *Managingcashpositionthroughperiodicreviewofcashflowstatement,*

*paymentscheduling.*

* *Reconciliationofbank.*
* *Preparationandmaintenanceoffinancialstatements&booksofaccounts*
* *HandlingofPetycashandmakingday-to-daypayments*
* *Preparationandmaintenanceofvariousfinancialstatementsasperstatute.*
* *Preparationofcashflowstatements.*



***AcademicQualification***

***2013*** ***MasterofCommerce,****AffiliatedtoMahatmaGandhiUniversity*

***2010*** ***BachelorofCommerce,****AffiliatedtoCalicutUniversity*



***LanguagesKnown***

* *English*
* *Malayalam*

***ComputerProficiency***

***Proficientwithavastarrayofaccountingsoftware’sandconceptsandincluding:***

*PostGraduatediplomaincomputerapplication.(PGDCA),Ta****l****y(ERP-9),Peachtree, QuickBooks,MSExcel,Word,PowerPoint,Expertknowledgeincomputerrelated operations,Internetoperations&E-mailhandling.*



***PersonalDetails***

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| --- | --- |
| * DateofBirth* | *:12thMay1987* |
| * Gender* | *:Female* |
| * Nationality* | *:Indian* |
| * MaritalStatus* | *:Maried* |
| * VisaStatus* | *:HubandVisa* |



***Declaration***

*Idoherebydeclarethattheabovesaiddetailsaretruetomyknowledgeandbelief.*

*Place:*

*Date:* ***SHARIKA***