

**SRUTHY**

ADMIN/ ACCOUNTANT

**Email:** sruthy-397314@gulfjobseeker.com

*Graduate in Commerce with 4 years practical experience in Accounts, taxation and GST; with good computer Literacy. Possess Good communication and industry relevant administration skills.*

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *February 2019 to August 2019* |  |
|  | Accountant |  |  |  |
|  | GST return preparation and e-filing |  |  |  |
|  | Compiling and analyzing financial information to prepare Finance statements monthly and annually. Monitor and |  |  |  |
|  | Support Taxation requirements |  |  |  |
|  |  |  |  |
|  | **Kairaly Auto Solutions** | *April 2017 to December 2018* |  |  |
|  |  |  |  |
| Admin/ Accountant |  |  |  |
| GST return preparation and e-filing. |  |  |  |
| Compiling and analyzing financial information to prepare Finance statements monthly and annually. Monitor and |  |  |  |
| Support Taxation requirements. |  |  |  |
| Managing Sales and purchase data. |  |  |  |
| Recording and reporting the cash flow transactions of the showroom. | *February 2015 to March 2017* |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **C.B Digital World** |  |  |
| Accountant |  |  |
| Compiling and analyzing financial information to prepare Finance statements monthly and annually. |  |  |
| Managing Sales and purchase data. |  |  |
| Evaluate and advice on business operations including revenue and expenditure trends, financial commitments and future revenues |  |  |
| **EDUCATION** |  |  |
| **Kerala University** |  |  |
| Bachelor of Commerce | *2014* |  |
|  |  |
| **Board of Higher Secondary Education, Kerala** |  |  |
| Plus Two | *2011* |  |

**Board of Secondary Education, Kerala**

|  |  |  |
| --- | --- | --- |
| SSLC | *2009* |  |
|  |  |
| **STRENGTH AND SKILLS** |  |  |  |
|  |  |  |
|  |  |  |
| Good Communication Skills |  |  |
| Able to learn new skills and process information quickly High |  |  |
| degree of adaptability and ability to work in teams |  |  |

Managing, administrative and industrial relations experience strategy formulation skills and proactive approach

**COMPUTER SKILLS**

MS Office Tally

ERP9

Foreign Accounting and Taxation

**LANGUAGE PROFICIENCY**

English: Read, Write, Speak

Malayalam: Read, Write, Speak

**PERSONAL PROFILE**

Visa Status: Visit Visa (Valid until 01 April 2020 )

Passport Expiry: 11.07.2028

Gender:

Female

Date of Birth: 27.11.1993

Marital Status: Single

Religion: Hindu

Nationality: Indian

**DECLARATION**

I hereby declare that the above furnished details are true to the best of my knowledge and belief. Place :

DUBAI

Date : Sruthy