JAYASHREE

# Chartered Accountant

Email: jayashree-394751@2freemail.com

**PROFESSIONAL SUMMARY**

Pro-active and results oriented with over 4 years of working experience in all key areas of finance, accounts and audit. A confident, multi-skilled & capable Accountant with excellent knowledge of finance & accounting procedures.Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that allmanagement information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well asassist in the maintenance & development of financial systems and accounting procedures.

**SKILLS**

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| * Prep. Of Financial Statements
* Cash flow analysis
* Account reconciliation specialist
* VAT Filing
* Excel Expert
 | * MIS Reporting
* Audit- Statutory, Revenue, Internal
* Budget analysis & Reporting
* Tally ERP9, Xero
* Strong Communication Skills
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**WORK HISTORY**

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| 11/2018 | **Financial Accountant**– Currently WorkingDubai, United Arab Emirates* Compiled general ledger entries on short schedule with nearly 100% accuracy.
* Managed entire accounting cycle through completion, including gathering information, preparing documents, finalizing reports and closing books.
* Completed daily accounting tasks such as tracking funds, preparing deposits and reconciling accounts.Proactively researched technical tax issues related to consulting projects.
* Prepared and filed VAT.
* Validated project and employment information and completed manual adjustments to financial data.
* Counts cash on hand, inspects note receivable payable and negotiable securities.
* Processed payroll and calculated deductions by accurately using Tally &Xero to secure payment tractability.
* Suggested budgetary changes to increase company profits.
* Assize the team in finding the Non-Performed Assets.
* Produce a monthly receivable aging report for circulation to relevant sales department.
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* Ensure that invoices are promptly processed and sent out to clients and statement of outstanding balances is mailed on a routine basis.
* Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.

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| 03/2013to 06/2016 | **Audit Executive**Chennai, TN* Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
* Completed financial reports to inform managers and stakeholders.
* Maintained accurate and complete documentation for all financial department procedures.
* Input financial data and produced reports using Tally.
* Monitored status of accounts receivable and payable to facilitate efficient processing.
* Recommended changes in internal audit controls.
* Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
* Drafted the complete annual audit reports including all footnote disclosures.
* Modified a comprehensive financial reporting package to reflect growing organizational complexity.
* Maintained integrity of general ledger, including the chart of accounts.
* Prepared financial pages for presentation to senior management.
* Followed up with customers to collect information and verify details.
* Proactively researched technical tax issues related to consulting projects.
* Filed tax returns and prepared governmental reports in compliance with strict standards.
* Reconstructed accounting records from clients' checks and cash receipts.
* Compiled financial reports pertaining to cash receipts, expenditures and profit and loss.
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**EDUCATION**

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| 2019 | **Chartered Accountant – 56%****Institute of Chartered Accountant of India** – Chennai, TN |

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| 2017 | **Masters of Commerce**: **Accounting And Finance – 63%****University of Madras, Guindy Campus** - Chennai, TN |

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| 20142010 | **Bachelor of Commerce**: **Accounting And Business Management-70% University of Madras, Guindy Campus** - Chennai, TN**Higher Secondary - 86%****Bharathidasanar Matric Hr. Sec. School**- Vellore, TN |

**ADDITIONAL INFORMATION**

Personal Details Nationality: Indian

Date of Birth: 05 - 07 - 1993

Languages: English / Malayalam / Tamil / Telugu Marital Status: Married

Visa Status: Spouse Visa Notice Period: NIL

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

# Jayashree