JAYASHREE

# Chartered Accountant

Email: [jayashree-394751@2freemail.com](mailto: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 |

**WORK HISTORY**

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| 11/2018 | **Financial Accountant**– Currently Working  Dubai, 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. |

* 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. |

**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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| 2014  2010 | **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