**SHEETHU**

**E-mail:** **sheethu-397816@gulfjobseeker.com**

**Visa status: Visit visa**

**SNAPSHOT**

**A dynamic accounts & finance professional with 2.5 years of experience in Financial Accounting and Taxation.**

**Insightful experience in handling book keeping, accounting, preparation of various statutory and MIS reports.**

**Excellent proficiency and handy experience in various accounting softwares.**

**An effective communicator with good interpersonal skills and a good team player.**



**OBJECTIVE**

**To join a Company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.**

**To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.**

**To secure a position that will lead to a lasting working relationship in the field of accounting and finance.**



**CORE SKILLS AND COMPETENCIES**

**Knowledge of U.A.E. VAT (3 months training from an Audit firm in Dubai, U.A.E.) Knowledge of Accounting Standards, IFRS, Direct and Indirect Taxes**

**Knowledge in cost accounting and management accounting Extensive experience in income statement analysis**

**Self-motivated to learn new concepts and participate in new projects**



**PROFESSIONAL EXPERIENCE**

**SP Associates GST Practitioners: ( India)** **2017 July – 2020 January**

**Accountant cum Tax Consultant**

**Worked as Accountant cum Tax consultant in SP Associates GST Practitioners, Kerala, one of the reputed tax consultants in Adimali. Following are the summary of works done at SP Associates:**

**Book keeping for various clients**

**Finalization of books of accounts for various companies in different industries Financial decision making and analytical review**

**Bank Reconciliation**

**Finalization for monthly GST filing and annual tax filing.**



**1** **P a g e** **R e s u m e - S h e e t h u**



**PROFESSIONAL QUALIFICATIONS**

**Bachelor of commerce in Co-operation from Pavanatma College Murickassery - M.G. University, Kerala, India with B+ Grade (February - 2019)**

**Master of commerce in Finance from Pavanatma College Murickassery - M.G. University, Kerala, India with B+ Grade (May - 2017)**

**Bachelor of commerce in Finance & Taxation from Pavanatma College Murickassery - M.G. University, Kerala, India with B+ Grade (March - 2015)**

**Higher secondary from St. Mary’s Higher Secondary School Murickassery – HSE Board, Kerala, India with Distinction (May - 2012)**

**S.S.L.C. from St. Mary’s Higher Secondary School Murickassery, Kerala, India with First class (May - 2010**



**COMPUTER PROFICIENCY**

**Proficiency in MS Office – Word, Excel and Outlook**

**Expert in Tally ERP 9 with GST and VAT, Xero and other ERP packages**



**PERSONAL VITAE**

**Date of Birth**

**:28th October 1994**

**Nationality**

**:Indian**

**Gender**

**:Female**

**Marital Status**

**:Single**

**Languages Known**

**:Malayalam and English**

**Declaration**



**I hereby declare that the above details are true and correct to the best of my knowledge and belief.**

**SHEETHU**



**2** **P a g e** **R e s u m e - S h e e t h u**