

RATHIMOL.M
Sharjah
Mob: 00971544022936,0525107549
E-mail: rathirakeshky@gmail.com
Visa status: Spouse visa (Valid till August 2020)



Objective:

Highly motivated professional with more than 6 years of experience in accounting field, using different type of software's like Tally, and other accounting software. Proven ability to efficiently multi task and meet critical deadlines

Current Job

Company : Reckon Accounting Solutions & Book Keeping
Qusais, Dubai
Designation : Accountant
Period : 2018

- ❖ Preparing Tax payment
- ❖ Prepare and manage all documents in line with VAT regulations and other related activities
- ❖ Assist with Tax Audit and Tax Returns
- ❖ Post and process journal entries to ensure all business transactions are recorded
- ❖ Update financial data in database to ensure that information will be accurate and immediately available when needed
- ❖ Complete quarterly and annual tax report

Past Experiences

Company : Italian Technical Contracting
Sharjah
Designation : Accountant
Period : 2016 - 2018

- ❖ Prepare Invoice and Payment follow up
- ❖ To Maintain accounts receivable customer files and records
- ❖ Prepare staff expenses and petty cash vouchers
- ❖ Enter all journal entries into the accounting software
- ❖ Issue sales report on weekly basis
- ❖ Finalize the setup of the system generated Management reports (P&L, BS).
- ❖ Manage day to day office activities and accounts
- ❖ Prepare bank reconciliation monthly
- ❖ Verify and preparation of Invoices
- ❖ Perform day – to – day management of financial accounts.

Company : JRG Wealth Management Ltd.
Pathanapuram, Kerala

Designation : Office Dealer

Period : 2008 – 2012

- ❖ Online trading during markets hours as well as mapping new client codes.
- ❖ Sales of Mutual Funds bonds and broking accounts.
- ❖ Control of risk offline and online.
- ❖ Research the financial markets
- ❖ Pitch for new clients
- ❖ But, sell and give advice on investment and financial instruments
- ❖ Research and resolve in trading area

Company : Centre for Taxation
Pathanapuram, Kerala

Designation : Accountant

Period : 2004 – 2008

- ❖ Prepare of ledger accounts entering receipts and payments
- ❖ Prepare Trading and P&L Account Balance Sheet
- ❖ Preparation of letters Auditors report in Word
- ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ❖ Secures financial information by completing data base backups
- ❖ Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- ❖ Check all accounting and clients databases are updated and functioning property

Education

Post Graduation : MBA from Madurai Kamaraj University

Graduation : B. Com from Kerala University (India)

Plus - Two : From Kerala Higher Secondary Board

- ❖ Diploma In Office Automation (Well Versed in MS Word, MS Excel, MS Power point)
- ❖ Tally
- ❖ BIZ Management Accounting Software
- ❖ Attack Accounting Software
- ❖ Photoshop
- ❖ DTP

Personal Details

- Date of Birth & Age : April 15, 1985;
- Gender : Female.
- Marital status : Married.
- Nationality : Indian