

Gladys Raju

Accountant Cum Audit Assistant

Dubai

gladysraju6_26x@indeedemail.com

0525825654

Audit assistant with experience in auditing, accounting, finance, taxation and statutory auditing of Proprietary & Partnership Firms & Charitable/Educational/Religious Institutions. Looking for a start with a view to a long-term career in a respectable company or institution.

Willing to relocate: Anywhere

Work Experience

Accountant cum Audit Assistant

Jose Maruthathu & Co.CA Pathanamthitta, Kerala

June 2018 to July 2019

- Experience of handling general ledgers, account payables and account receivables.
- Prepared Financial Statements like Profit & Loss statement and Balance Sheet.
- Analyzing the financial strength of an enterprise and providing information regarding the reduction of cost and increase in profit.
- Prepare bank reconciliation activities for the Accounting Year.
- Prepared personal and corporate income tax returns, filing tax deducted at source, goods & service tax & PF returns.
- Continuous interaction with accountant or service organizations in obtaining required audit data and explanations for financial statement disclosures and financial statement accounts.
- Worked with people through teamwork, integrity, and leadership. Collaborated with audit team members to set goals and responsibilities.

Education

Master of Commerce in Finance and Accounting

Sundaranar University (M.S. University) - Tirunelveli, Tamil Nadu

2017 to 2019

Professional Diploma in Computerised Financial Accounting in Computerised Financial Accounting

Mahatma Gandhi University - Pathanamthitta, Kerala

2014 to 2017

communication

State Rutronix

2015

Bachelor of Commerce in Finance & Taxation

Catholicate College

Skills

Tally Erp9, ms office (word, Excel), Bookkeeping