



DEVIKA M

JUNIOR ACCOUNTANT

PROFILE

To work hard, be sincere, and try to be honest all time, which support my career, skill as well to be part in the organization growth, apart from my professional career. Provide professional accounting services for individuals And Business Firms, from tax preparation to audit support and financial statement preparation. one year and eight-month experience in Accounts.

EDUCATION

- B. Com (Bachelor of Commerce)
- IFRS (International Financial Reporting Standard)

EXPERIENCE

ASSISTANT ACCOUNTANT CUM OFFICE ASSISTANT

MAY 2021-MAY 2022
THAPASYA ASSOCIATES PVT LTD. KOLLAM

- Preparation of financial statement.
- Assisting with Tax audit and GST audit.
- GST filing of Monthly and Annual returns.
- Reconcile banks, Receivables, Payables and Internal group accounts on a regular basis.
- Statutory and TDS.
- Verifying Accounts Manually.

GST ANALYST

January 2019 - January 2020
ALI & KRISHNAN CHARTERED ACCOUNTANTS, KOLLAM

- Using Tally ERP9 Software, Data entry, MS Office.
- Preparation of financial statement.
- Assisting with Tax audit and GST audit.
- GST filing of Monthly and Annual returns.
- Maintaining petty cash register, credit control, and collections

SKILLS

TALLY ERP 9
EXCEL
M.S WORD
POWER POINT Accounting
Software proficiency

CONTACT

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U.A.E

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+971 554527600

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PASSPORT DETAILS

Passport Number
V3066744

VISA STATUS

VISIT VISA

JOB PROFILE

- Financial statement
- Financial report
- Monthly closing
- Accounts payable
- Accounts receivable
- General ledger
- Budgets
- Audits
- Excel
- Data analysis
- Reconciliations
- Accounting software

LANGUAGES

Malayalam
Tamil
English
Hindi

HOBBIES

Traveling
Movies
Music