



Mahima Mol Manoharan

Specialization: B.com Co. operation

Tel: +971 56 1475561

Email id: mahi754mahima@gmail.com

Sharjah

CAREER OBJECTIVE

To contribute and collaborate with a corporate team and make it achieves the organizational goals.

WORK EXPERIENCE

Company : Conduent
Year of Experience : 3 Years
Designation : Accounting Services Associate
Profile Summary : European Intrastat & VAT Management and reporting

KEY RESPONSIBILITIES

- Responsible for analyzing and declaring VAT of Michelin entities.
- Preparation of VAT-Intrastat final declaration files for Michelin EU entities.
- Input & Output VAT Final Ledger preparation.
- Anomalies correction analysis on daily basis.
- Review AP & AR bookings and request corrections if necessary.
- Creating the GL and VAT adjustments in the month end.
- Reconciliation of VAT GL accounts and its corresponding VAT codes.
- Reconciliation of VAT calculated vs VAT booked.
- Perform reconciliation of VAT AP & AR details with Intrastat details and gap analysis.
- Perform control & quality checks to prepare the Intrastat Final Ledgers.
- Arrange and download AP & AR extractions from Oracle.

- Preparing consolidated correction analysis report in order to identify the issues affecting the process in order to improve the quality.
- Ensuring the quality of manual adjustments in VAT and Intrastat.
- Reporting of adjustments performed.
- Direct reporting to the Client.
- Interacting with client for process clarifications.
- Attend monthly review meeting with Clients.
- To provide training for new staffs on AP Process.

EDUCATIONAL DETAILS

- » **B.com Co. operation**
N.S.S Arts College for Women's Tripunithura, Ernakulam
- » **Higher Secondary Education**
N.S.S Arts College for Women's Tripunithura, Ernakulam
- » **Secondary Education**
ST. George High school Vennikulam, Ernakulam

TECHNICAL SKILLS

Tools/Applications Known:

- » MS Office
- » Tally Erp9
- » DART
- » Oracle
- » Hello Partner

STRENGTHS

- » Hard working and committed
- » Openness and willingness to learn new things
- » Ability to shoulder responsibilities.
- » Time Management
- » Ability to cope with different situations

INTERESTS

- » Watching Movies
- » Listening to music
- » Playing Chess
- » Social Networking

PERSONAL DETAILS

Date of birth : 06-02-1996
Father's Name : Manoharan T.N
Gender : Female
Marital Status : Married
Permanent Address : Poornasreekailasam (H) Krishna Menon Road,Udayamperoor
Valiyakulam Ernakulam

PLACE: Ernakulam

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