



LEKSHMI RAVI

Sharjah, UAE * 971 589630050 lekshmiravi86@gmail.com

PROFESSIONAL SUMMARY

Experienced Accountant proficient in tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organized fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

WORK HISTORY

Accounts Assistant

Musandum International General Trading LLC - Sharjah March 2017 to Current

- Balanced reports and batch summaries to submit for approval.
- Posted financial data in Excel spreadsheets and managed inventory.
- Reviewed general ledger entries for accuracy and to determine completeness.
- Monitored accounts payable and receivable status and delegated tasks as needed.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Tracked employee time and attendance for payroll.
- Reconciled all expenses and accounts.

EDUCATION

Master of Commerce 2016

Annamalai University - Chidambaram

CMA Course doing

National Academy – Dubai

SKILLS

- MS Office Suite
- Corporate tax planning knowledge
- General ledger accounting expertise
- Financial reporting
- Cash Flow analysis
- QuickBooks expert
- Bookkeeping
- Tally ERP 9 / Peachtree
- Accounts payable / accounts receivable
- Accounting operations professional

**PERSONAL
DETAILS**

Father : K. Ravi
DOB : 09.07.1987
Citizenship : Indian
Passport No : M0761324
Place of Issue : Cochin

DECLARATION

I do hereby declare that the above information's are true to the best of my knowledge and belief. Also I hereby assure that I will discharge all my responsibilities to utmost satisfaction of my superior if given an opportunity to serve your esteemed organization.

LEKHSMI RAVI