



# RESHMA B G

Assistant accountant

## PROFESSIONAL SUMMARY

Highly motivated and results-oriented finance professional who has cleared Bachelor's in Commerce. Possesses 5 years of experience as an assistant accountant, analysing financial data and improving financial model accuracy. Skilled in advanced Excel and passionate about applying financial expertise to solve complex business problems, equity valuation, Wealth management, corporate finance, financial advising, and financial analysis.

## ACADEMIC QUALIFICATION:

- ◆ **Completed Bachelor's Degree** in B. Com at St. Anne's collage Virajpet, Kodagu, Karnataka, Mangalore University, India with 74.98% **(Certificate has been attested)**
- ◆ **Certifications & Skills:** Diploma in Indian and International accounting.

## WORK EXPERIENCE:

**Junior Accountant(India) at EXCEL SCHOOL OF EDUCATION, 2019-2022**

**Assistant Accountant(UAE) at BLACK EAGLE FACILITIES MANAGEMENT, Sep2022 Nov2024**

- Manage cash flow including petty cash bookkeeping.
- Maintain accurate financial data, including accurate monthly financial statements.
- communicate with Banks, suppliers and customers
- Preparation of Payroll and dispersing to Bank both WPS & NWPS.
- Preparation of attendance sheet and coordination with HR Officer
- Keeping day-to-day accounts activities of the organisation.
- Timely updating of the payables to higher management.
- Maintained day-to-day books of accounts in Tally and QuickBooks
- Prepare monthly receivable reports and forecast receivables as per management requirements.
- Coordinating with a chief accountant to prepare reports. Produce termly fee invoices and respond to invoice queries.
- Receipt and reconciliation of fee payments.
- Credit control including 1st and 2nd reminder letters, all minor credit letters and management of late-payers spreadsheet.
- Raise leavers' cheques/BACS payments where appropriate.
- Raise cheques for shop second-hand sales for families no longer at the school.
- Process childcare voucher receipts and respond to parent queries.
- Prepare returns and arrange any payments to third parties collected through fees
- Verify the daybook on a daily basis
- Checking the status of LPO, Invoice and payments
- Prepare profit & loss account and balance sheet
- Preparation of Bank reconciliation statement. Communicate with Bank, suppliers and customers
- Coordinating with the Chief accountant to prepare the MIS report.
- Preparation of Payroll and dispersing to Bank both WPS & NWPS.
- Preparation of attendance sheet and coordination with HR Officer
- Communicate with the Bank, suppliers and customers and resolve the issue if any.
- Keeping day-to-day accounts activities of the company.
- Timely updating of the payables to higher management.
- Purchase coordination and negotiating with different suppliers.
- Administration of accounts receivable and accounts payable
- Reconcile invoices to purchase orders and bill customers
- Resolve AP and AR problems with vendors and customers
- Preparing Quotations, Invoices, Vouchers, Cheques etc.
- Develop business relationships with suppliers/vendors and customers
- Prepare sales WO and sales invoices timely.
- Updating stock records and reconciliation of inventories.
- Prepare monthly receivable reports and forecast receivables as per management requirements.
- Maintained day-to-day books of accounts in Tally
- Contributes to team effort by accomplishing related results as needed.

## DECLARATION:

I hereby declare that the above-mentioned information is true to the best of my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Place

Date

Reshma

## CONTACT:

Mob: +9710504475371

Email: reshmabg1999@gmail.com

Address: Hilton Garden Inn beside Mashreq Metro, Al Barsha, Dubai.

Visa status: Under cancellation

Availability: Immediate Joining

Post Applied for:

Asst.Accountant/Admin/cum  
Accountant

## PASSPORT DETAILS:

Number: W8894949

Validity:25/12/2032

## KEY SKILLS:

- ✓ Good communication skills
- ✓ Dynamic and adoptable situations
- ✓ Leadership Skills
- ✓ Ability to learn new things
- ✓ Ability to work individually as well as in team.

## LANGUAGES KNOWN:

English, Hindi, Kannada,  
Malayalam and Tamil.

## PROFESSIONAL SKILLS:

- Knowledge in ERP, Tally Prime & QuickBooks
- Knowledge of MS Office, Internet
- Knowledge of VAT, TDS & Service Tax, GST

## PERSONAL INFORMATION:

Date Of Birth:30.04.1999

Nationality:Indian

Gender: Female

Marital Status: Married