

DEEPTHI DINESH
ACCOUNTANT



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Dubai

Personal Info

Nationality : Indian
Passport No : V4320985
DOB : 18/01/1998
Sex : Female
Marital Status: Married
Visa Status : Visit Visa

L a n g u a g e s

English : 
Hindi : 
Malayalam : 

PROFILE

To work in a challenging and dynamic environment, which gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by execution of vested responsibilities by the organization with loyalty and integrity.

PROFESSION: ACCOUNTANT

Finance professional with 2 Years and 1 months experience in reputed organizations in India. Proficient in major areas of Finance including Financial Reporting, Account Receivable, Account Payable, Invoicing, Bank Entries and Reconciliation, etc.

WORK EXPERIENCE

Care Well Hospital Kasaragod

Accountant - 01/07/2019 to 2020

Accounts Payable

- Arrange payments to suppliers according to Ageing analysis and Credit Period
- Monthly Reconciliation of supplier Statement of Account with system.
- Handling Petty Cash
- Verifying and confirming purchase invoices
- Preparing monthly provisions and accruals for various expenses
- Coordinate with the auditor for various audits related tasks.

Accounts Receivables

- Cash Collection and Deposits
- Making Accounting Entry day by day, (Journal, Daily Cash & Bank Entry)
- Prepare Bank reconciliation.
- Reconciliation of Revenue account based on daily cash collection
- Revenue reconciliation

PERSONAL SUMMARY

A high achiever who is able to provide complex and diverse clerical support to office managers, secretary's and the reception team. I have the required administrative skills and knowledge that you are looking for in a candidate. I have experience of typing, transcription, file management, scheduling appointments, handling invoices and ordering office supplies. As a focused individual who is not easily distracted I have the ability to work well under pressure and as part of a team. Right now I am looking for an exciting opportunity to work for a friendly firm that has an interesting work environment.

Skills

- ✓ Problem-solving skills
- ✓ An organized mind
- ✓ Attention to detail
- ✓ Enthusiasm
- ✓ Ability to describe information
- ✓ Good communication skills
- ✓ Patience
- ✓ Discretion
- ✓ Working in a team oriented environment

Western Interiors

Accountant cum Administration 2020 to 2021

Duties

- Maintaining and follow up of all accountant receivable and payable
- Preparing accounts and tax returns
- Prepare assets, liability and capital account entries by compiling and analyzing account information
- Document financial transaction by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet , profit and loss statement and other reports
- Providing quotations considering competitive market rates
- Generate monthly salary statement and accounting statement
- Maintaining daily general ledger for sales and purchase
- Keeping purchase price record accurate and up to date Handling all day to day accounting transactions

ACADEMIC QUALIFICATIONS

- B.Com (Bachelor degree in Commerce from Kannur University Kerala India in 2019)
- 12th from Uppilikai GHSS Kerala India in 2016

COMPUTER & ERP KNOWLEDGE

- Diploma in Indian & foreign Accounting (DIFA)
- Professional Diploma in Indian & Foreign and SAP Accounting (PDIFAS)
- Accounting with SAP
- International Association of Bookkeepers (IAB)
- Tally ERP9, Peach Tree, Quick Book
- MS Office, MS Excel & Powerpoint