

# Neethu Sajith

ACCOUNTANT/AUDITOR



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Muwailah, Sharjah.



## LANGUAGE

English, Malayalam

## PERSONAL DETAILS

### Date of birth

28/5/1990

### Nationality

Indian

### Visa status

Husband visa

### Marital status

Married

## COURSES

### G Accountant (computer basics, windows, tally).

Sep 2007

### DIFA (Diploma in Indian & Foreign Accounting) (MSOffice, Tally, Peachtree, DACEASY, ERP)

Feb 2012

## ABOUT ME

Accounts/Audit professional with experience to manage the entire accounting/ finance operations including finalization of accounts and preparing reports on accordance with accounting standards, up to date maintenance of accounts. To seek placement at a challenging position in a reputed organization, to utilize my knowledge of local / international market & my expertise in Accounting to the optimum level and achieve career growth.

## WORK EXPERIENCE

### Accountant

Duchin Restaurant group / Dubai / Mar 2021 – Dec 2021

(Duchin restaurant LLC Branch is the legal name of the entity and it's a group of restaurants ie, Hengchen, Treat case, Dumpukht, Rice Factory. It is operating under the trade mark "Hengchen Chinese Restaurant" and having six branches)

#### Responsibilities:

- Recording daily transactions in Quick Book Software.
- Preparation of daily cash reports.
- Passing journal against intercompany transaction and reconciliation of intercompany transaction on regular basis.
- Reconciliation of bank a/c and passing journal entries.
- Petty cash handling and cash management.
- Monthly calculation of provisions and amortization of prepayments.
- Updating and payment of Utility bills for all branches.
- Preparation of daily sales reports and calculation of cost of sales.
- Preparation of cash flow and forecasting of budgeted cash flow.
- Preparation of accounts payable ageing reports.
- Supplier reconciliation and processing payments.
- Reconciliation of online portal payments.
- Monthly finalization of accounts and calculation and filing of VAT.
- Preparation of payroll.

### Accounts Executive & Internal Auditor

Hygiene Link International Group / Abu Dhabi / Nov 2016 - Nov 2017

(A leading Manufacturing and trading Group based in Abu Dhabi having 8 companies across UAE, Oman & Qatar)

#### Responsibilities:

- Plan and Schedule Audit Programs, Ensure completion of audits On time, Review and assess completion of audits.
- Maintain and update financial database including audit findings, Coordinate with the management to take necessary action on audit findings.
- Preparation of Financial Statements as per applicable Financial Reporting Framework.
- Handling and maintaining Accounts up to Finalization of the group.
- Monthly & Yearly Closing Of Accounts and submit P&L Reports to the Management.
- P&L Verification with CEO

## CERTIFICATES

### GENERAL MANAGEMENT AND COMMUNICATION SKILLS - 1 COURSE

GMCS-1 Course aims to equip the entrants to the profession with some essential skills, such as: To develop effective Communication Skills and Presentation Skills, to inculcate business acumen and public relation skills, to develop all round personality with mature outlook to function effectively in different atmosphere

### INFORMATION TECHNOLOGY TRAINING COURSE CERTIFICATE

ITT aims to equip the following: Accounting Package (Tally ERP), Computer Fundamentals, Database (MS Access), E-Filing, ICAI - Software for Chartered Accountants in Practice, MS-Excel, MS-Office utilities, MS- PowerPoint, MS- Word, Operating Systems, Project Work & Presentation, Web Technology

### Orientation Programme

OP aims to equip the following skills such as: Business Environment (Introduction of Financial Analysis), Conversation Skills, Effective Communication & Listening Skills, Office Procedures (Group Discussion, Office Organization, Relationship Management), Personality Development (Attitude and Motivation)

### BODHI

Participated in BODHI the two days National Conclave for CA Students organized by Board of Studies, Institute of Chartered Accountants of India in December 2014 & January 2016

### Audit Assistant

M/S Manoj Swapna & Sindhu Chartered Accountants / Thrissur, Kerala  
/ Apr 2013 - Oct 2016

(A partnership firm dealing with the activities of Audit, Accounting & Taxation Services)

#### Responsibilities:

- Internal Audit of Educational Institutions, Trust Accounts, Hospitals, Manufacturing Industry, Financing Company.
- Statutory Audit of Trading Companies, Banking Companies, Taxation Audit, Preparation of Audit Reports on monthly basis
- Preparation of Monthly Profitability Statement and analysis of performance of the company.
- Project report preparation and Filing of Income Tax for Individuals and Corporates.
- Have experience in using Accounting Software extensively for Accounting and Auditing tasks.
- Plan and schedule audit programs and Ensure completion of audits on time.
- Review and Assess completion of Audits and coordinate with Clients about auditing practices.
- Initiate Internal Audit controls for effective Financial Management, Maintain and update financial databases including audit findings.
- Coordinate with management to take necessary action on audit findings and integrate best practices and systems into the audit programs
- Performing Cash Reconciliation, Bank Reconciliation
- Physical verification of cash, security items, stock and related records.
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.

## EDUCATION

### CA intermediate

Institute of Chartered Accountants of India / India / 2015

### Common Proficiency Test

Institute of Chartered Accountants of India / India / 2011

### B.com

Calicut University / 2010

With 62 %

### HSC

Kerala Higher Secondary Board / 2007

With 82 %

### SSLC

Board of Secondary Examination / Kerala / 2005

With 78 %

## SKILLS

- Proficiency in MS Office
- Sincere and Optimistic in nature
- Strong sense of responsibility and self-motivation
- Good communication skill
- Positive thinking and self-confidence
- Can work effectively in team as well as individually.