

# RESUME



## ALEESHA PK

**Mob No: 0502712176**

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### Address

Al Qusais,  
Near Dubai airport  
freezone metro station,  
Dubai

### Personal Data

Date of Birth : 09/10/1998  
Sex : Female  
Nationality : Indian  
Marital Status : Single  
Religion : Islam

### Languages

Arabic : Read & Write  
English : Read, Write & Speak  
Hindi : Read & Write  
Malayalam : Read, Write & Speak

### Visa Details

Visa Status : Visit Visa  
Valid till : 26/03/2022

### Objective

To succeed a challenging position in the field of accounts and finance, where my skills can be effectively and efficiently put to use and developed with a scope for future growth of both the organization and myself.

### Educational Qualification

- **CA**  
The Institute of **Chartered Accountants** of India
  - CA CPT – December 2017
  - CA Intermediate (First Group) – November 2020
- **Bachelor Degree in Commerce**  
Bharathiar University, India
- **Plus Two – 95%**  
[Kerala State Board 2017]
- **10<sup>th</sup> – 100%**  
[Kerala Technical Education Board 2015]

### Computer Proficiency

- Windows, MS Office – Word, Excel, PowerPoint
- Tally ERP
- Basics of C, C++, Java & HTML

### Talent

<b>Chess</b>	:	Kerala STATE Champion & District Champion
<b>NSS</b>	:	Worked as volunteer in National Service Scheme 2015 – 2017
<b>Sports</b>	:	Individual Champion (School)

### Skills

- Problem Solving
- Analytical skills & critical thinking
- Effective interpersonal communication
- Leadership
- Quick Learning and decision making
- Adaptability

## Professional Experience

➤ **NKR & Associates** Chartered Accountants – Kerala, India

Position: Accountant & Audit Assistant

Duration: April 2021 – July 2021

Job description:

- Accounting and book keeping of individual and companies
- Direct & indirect Tax advisory services
- Income Tax & VAT Return filing of individual and companies
- Analysis of Financial Statements
- Other services

➤ **Palakkal Auto parts** – Kerala, India

Position: Accountant

Duration: January 2019 – March 2020

Job description:

- PO and Non-PO invoice processing through tally
- Handle petty cash fund and bank transactions such as checking of balance, deposits, withdrawals and transfers.
- Manage Accounts Receivables transactions such as issuance of invoice, follow-up collections, notifying clients for outstanding dues and releasing official receipts.
- Perform Accounts Payable processes, manage vendors relations and oversee the timely, accurate processing of invoices and payment transactions.
- Furnish monthly and year-end financial statements.
- Maintain the schedule of depreciation, provisions, prepayments and accruals.
- Produce weekly & monthly reports such as Bank Performance, Bank Reconciliation, Cash Flow, Debtor's Ageing, Vendor's Ageing, Project Costing, Employee's Timesheets.
- Prepare the summary and requirements for VAT returns filing & payment.
- Prepare the employee's final settlements.
- Vendor and Bank monthly reconciliation and payroll accounting.

## Certifications

- 15 Days Information Technology Training Course  
The Institute of Chartered Accountants of India
- 15 Days Orientation Course  
The Institute of Chartered Accountants of India

I hereby certify that the particulars given by me are true and accurate, In the event of appointing me I shall perform my duties to your utmost satisfaction.

Thanking you in anticipation for a favourable reply.

Yours Faithfully

**ALEESHA P K**