



ASHIDHA VALIYAKATH
ACCOUNTANT

CONTACTS

Street# 39B, Al Rashidiya,
Dubai - UAE
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PERSONAL DETAILS

Date of Birth : 27-11-1991
Nationality : Indian
Marital Status : Married
Visa Status : Visit Visa

SKILLS

Finance & Accounts
Banking
Excellent Communication Skill
Quick Learner, Highly Trustworthy
Ability to Work Under Pressure
Self Motivated & Dynamic
Problem Solving Skills
40 Words per Minute Typing of English

LANGUAGES

English



Hindi



Marathi



Malayalam



IT PROFICIENCY

Tally ERP 9.0
Office Suits

REFERENCE

Available on Request

ABOUT ME

To associate with progressive and dynamic organization, which provides me an opportunity to utilize my existing knowledge and skill I have gathered from my past experience and education which can add more knowledge and skill in my career. I am perfect in handling accounts/finance activities and encompassing finalization of accounts, effective communication, interpersonal and problem solving skills with the ability to handle extremely busy and hectic schedules.

EDUCATION

MASTERS OF COMMERCE **2014**

University of Mumbai

BACHELOR OF COMMERCE **2012**

University of Mumbai

EXPERIENCE

ACCOUNTANT **2016 - 2021**

Western Infrabuild Product LLC - Navi Mumbai, Maharashtra

- Maintain accounting ledger by posting account transactions.
- Calculating and checking to make sure payments, amounts and records are correct.
- Processing transactions, issuing cheque and updating ledgers.
- Handling payments in an organized and timely manner.
- Submitting monthly financial reports and statements to top level.
- Secure financial information by completing data base backups.
- Reconciliation of Bank Statements and Financial reports.
- Calculate and Prepare VAT records and submitted to the Auditor.
- Communicating with clients for collecting outstanding balances.
- Maintaining accounts receivable & payables files and records.
- Maintaining Petty Cash Book and Daily Cash Collection.
- Booking bills of Direct and Indirect Expenses and also make payments.
- Generating Purchase and Sale Invoices, Debit & Credit Notes.
- Coordinating with office assistant for cheque collection, invoice submission and other documents.
- Follow-up with client for ledger and Ledger reconciliation.
- Supporting the sales executives.
- Resolving any payment related issues with customers.
- Contacting potential customers to arrange appointments.

ASSISTANT ACCOUNTANT

6 Months

Lila Polymers Pvt. Ltd - Mumbai, Maharashtra

- Maintaining Account in Tally ERP 9.0
- Preparing documents for Bank Transaction RTGS , NEFT and also Cheque Deposits.
- Booking Transportation bills.
- Payment and Receipt entries in Tally and simultaneous JV in the branch.
- Payment of Custom duties and cross checking the cost sheet with BOE.
- Payment of VAT, TDS and CST.
- Handling and maintaining records of LIC and other policies and Mutual Funds.

ADMINISTRATIVE ASSISTANT

2012 - 2015

Empire Industries Pvt. Ltd - Mumbai, Maharashtra

- Performed general office duties and administrative task.
- Maintain polite and professional communication via phone, e-mail and mail.
- General clerical duties including photocopying, fax and mailing.
- Handle requests for information and data.
- Resolve administrative problems and inquiries
- Prepare and modify documents including correspondence and emails.
- Schedule and coordinate meetings, appointments and travel arrangements for managers.
- Maintain office supply inventories.
- Coordinate maintenance of office equipment.
- Filing the documents in their respective files.

EXTRA CURRICULAR ACTIVITIES

- Participated in activities of V.K.K. Menon college student consumer co-operative society
Member of Marketing Department.
- Organizing and volunteering for Funfair 2009-2012, V. K. K. Menon College.

HOBBIES

- Watching movies
- Listening to Music

DECLARATION

I hereby declare that all the above information given by me is true to the best of my knowledge. Wherever applicable I can provide documents to substantiate my information provided here.

Date:

ASHIDHA VALIYAKATH