

# RESUME



**SETHULAKSHMI K S**

[lakshmisidharank@gmail.com](mailto:lakshmisidharank@gmail.com)

**Contact No.:** +971501220286  
+971526659170

## **Personal Data:**

Date of Birth : 22/02/1996  
Sex : Female  
Nationality : Indian  
Marital Status : Married  
Languages Known :  
English, Hindi, Malayalam

## **Personal Strength and Skills:**

Self motivated, focused and dedicated.  
Interpersonal skill of constructive teamwork.  
Good time management and leadership skills.

## **Project Experience:**

Carried out a project on the topic  
“ **A STUDY ABOUT  
KODUNGALLUR COCONUT  
PRODUCER COMPANY LTC**”  
For B.com 2016

## **Objective**

To work in an environment to explore my skills and that offer professional growth while being resourceful and innovative.

## **Summary**

Completed **B.com** from **Sacred Heart College Chalakudy**, affiliated to **Calicut University**. Being passionate about accounting, I would like to find a suitable platform where I can cherish my dreams on the same.

## **Professional Experience**

- Worked as an **Accountant** in **TAX MASTER** (An Accounts contract firm) from 10<sup>th</sup> June 2017 to 10<sup>th</sup> December 2017.

## **Job Profile**

- Manual and computerized accounts up to finalization
- Head office and branch accounts
- Payroll accounts
- Inventory management
- Reconcile bank, debtors, creditors, head office and branch
- Vat computation, set off and return filing
- Assist with budget development
- Daily recording of transactions
- Maintain the general ledger operations
- Reconcile invoices to purchase orders and customers bill
- GST Computation and set off

**Computer skills:**

Tally.ERP 9(6.2), MS Excel,  
MS Word, Visual Basic, HTML

**Achievements:**

Quiz competition winner 2013 at  
ST. Aloysius college.

Was the class leader on B.com  
at 2013

Team Leader for Quiz club  
at SH College.

Commerce program volunteer

**Events:**

Participated in “Entrepreneurship  
programme” conducted by  
SH College

Participated commerce quiz  
competition.

**Hobbies and Interests:**

Listening to music, Reading  
books, Drawing, Making craft  
items, Photography

**Area of interesting:**

Finance, Accounting & Banking

**Passport Details**

**Passport No : RO552880**

**Date of Issue : 30/05/2017**

**Date of Expiry : 30/05/2027**

**Place of Issue : Cochin**

**Visa Details**

**Type of Visa : Residence Visa**

**Date of Issue : 19/04/2021**

**Date of Expiry : 18/04/2023**

**Place of Issue : Dubai**

**Educational Profile**

**DIPLOMA IN PRACTICAL ACCOUNTING AND  
TAX PRACTICE – DECEMBER 2017**

**Diploma : Passed in 2017**

**B.COM – MARCH 2016, SACRED HEART  
COLLEGE CHALAKUDY**

B.com Duration: 2013-2016

**SECONDARY EDUCATION - MARCH 2013  
G.V.H.S.S PUTHENCHIRA**

12<sup>th</sup> Standard: Duration -2012 to 2013

**HIGH SCHOOL EDUCATION – MARCH 2011**

**ST.MARY’S H S S FOR GIRLS, KUZHIKATTUSERRY**

10<sup>th</sup> Standard: Passes in 2011

**DECLARATION:**

I hereby declare that the information provides is true  
to the best of my knowledge.

Date:

Place: **Sharjah**

**(SETHULAKSHMI K S)**  
signature