




**GREESHMA C A**

 Al Karama, Dubai -UAE  
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 greeshmaca11@gmail.com

### **PERSONAL INFO**

Father's name : Alexander CV  
DOB : 06/07/1998  
Gender : Female  
Marital Status : Single  
Religion : Christian R/C  
Nationality : Indian  
Passport no : V0863704  
Visa Status : Visit Visa  
Validity : 21/01/2023

### **LINGUISTIC PROFICIENCY**

ENGLISH  
MALAYALAM  
HINDI

### **PROFILE**

Experienced in working as an Accountant over 2 years in India.

### **OBJECTIVE**

Aspiring for a challenging position to attain the pinnacle of life by applying my knowledge and skills accompanied by its enhancement.

### **EDUCATION**

#### **DIPLOMA IN CORPORATE ACCOUNTING**

Accountants Service Society, Kerala-2020  
86%

#### **BACHELOR OF BUSINESS ADMINISTRATION**

Specialization in Finance

Sri.C.Achuthamenon Govt.College,Thrissur,Kerala - 2019  
82%

#### **HIGHER SECONDARY SCHOOL CERTIFICATE**

Specialization in Commerce  
G.H.S.S Mupliyam,Thrissur,Kerala-2016  
88%

#### **SSLC**

St.Mary's High School Chengaloor, Thrissur, Kerala-2014  
96%

### **EXPERIENCE**

#### **CAPER CORPORA TE SOLUTIONS PVT LTD**

Ernakulam, Kerala  
2 November 2020 - 15 September 2021  
Job Description: **Accountant**

#### **OXOLAB DISTRIBUTORS**

Ernakulam, Kerala  
1 February 2020 – 31 October 2020  
Job Description: **Accountant**

#### **ACCOUNTANTS SERVICE SOCIETY**

Ernakulam , Kerala  
6 July 2019 – 6 Jan 2020  
Job Description: **Accountant**

## **CERTIFICATIONS**

- ❖ Tally ERP 9
- ❖ Microsoft Excel
- ❖ SAP Fico, SAP mm, SAP b One
- ❖ Microsoft Word
- ❖ GST
- ❖ DUBAI/UAE/GCE VAT

## **TECHNICAL SKILLS**

- ❖ Tally software proficiency
- ❖ Advanced Excel skills
- ❖ Marketing
- ❖ Basic Knowledge of UAE VAT Return Filing

## **PERSONAL SKILLS**

- ❖ Team Handling
- ❖ Leadership Skills
- ❖ Willingness to learn
- ❖ Project Management
- ❖ Good listener

## **ACHIEVEMENTS**

22nd rank holder in Calicut university  
examination for BBA in 2019.

## **DUTIES & RESPONSIBILITIES**

- Manage all accounting transactions
- Publish financial statements in time
- Reconcile accounts payables and receivables
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Report on the company's financial health and liquidity
- Billing using the tally software
- Handling all cash transactions through bank and petty cash
- Document financial transaction by entering account  
information
- Helping auditors to make final audit report
- Plan, assign, and review staff's work
- Develop and document business process and accounting  
policies to maintain and strengthen internal controls
- Communicate effectively with clients

## **DECLARATION**

I hereby certify that the above particulars are true and accurate to the best of my knowledge.

**Greeshma C A**