



MEERA B DAS

ACCOUNTANT

+971525669952

meeraprawin@gmail.com

Dubai , United Arab Emirates

Birth Date

05/11/1994

Nationality

Indian

SKILLS

Quick Learning

Hard Working

Book Keeping

Data Entry

Adaptable

Team Player

LANGUAGES

English

Malayalam

Tamil

Hindi

PROFILE

Seeking a position that utilizes my working capabilities which commensurate with my qualification, where I can maximize my professional skills, training experience, program development and a successful track record that helps me which creates a positive contribution to the organization.

EMPLOYMENT HISTORY

Al Hayat Fiberglass ind. LLC

Dubai - UAE | 2018 February - 2021 January

Assistant Accountant

Duties & Responsibilities

- Preparing Journal entries and complete general ledger
- Looking after day today Accounting & maintaining the computerized books of Accounts
- AR (Accounts Receivable): Creation of new customers, preparation of receipt voucher, sales invoice, price/Discount Adjustments
- AP (Accounts Payable): Creation of New Vendors, Purchase Invoice, preparation of payment vouchers. Preparing Asset, Liability and Capital account entries by compiling and analyzing account information
- Preparing of Trading Account, Profit & Loss statement, Balance sheet up to Finalization of accounts
- support the month end close process audit, process and pay vendor invoices in an accurate and timely manner
- reconcile invoices to purchase orders and bill customers collect, categorize, calculate, verify and enter data to maintain accurate records assist with budget development and financial forecasting
- Preparation Bank reconciliation.
- monitor and analyze budget variances assist with tax filings record and process employee expense reports and reconcile credit card statements

EDUCATION

Bachelor of Arts in Economics, Manonmaniam Sundaranar University Chennai, TAMIL NADU

2013 - 2016

ADDITIONAL TECHNICAL QUALIFICATION

2016 - 2017

PDIFAS

COMPUTER PROFICIENCY

- Tally ERP 9
- Quickbooks
- Peachtree (Sage)
- SAP
- Microsoft office (Word, Power Point , Excel, [MOS Certified])

PERSONAL DETAILS

Passport No : T 3728759

Marital Status : Married

Religion : Christian

Visa Status : Own Visa

Visa Validity : 2/2/2022