



CHITRA.R

Accountant/Junior Accountant/Cashier

Phone: +971 523468176

Email: manichitra.sakthi@gmail.com

Location: Abu Dhabi, UAE

SUMMARY

Intend to build a career with a leading corporate by working among committed and dedicated people with a open frame of mind. which will help me to explore myself fully and realize my potential. Looking forward to be a key player in a challenging and creative environment.

EDUCATION

MASTER OF COMMERCE -2005

IVE Career

University of Madras-India

BACHELOR OFCOMMERCE -2003

University of Madras- India

PROFESSIONAL SKILLS

- Technical Proficiency
- Standards of accounting
- Knowledge of regulatory standards
- General business knowledge
- Software proficiency (Tally with gst)
- Data analysis
- Attention to detail
- Effective communication
- Critical thinking
- Problem-solving
- Prioritizing
- Service orientation

TECHNICAL SKILL

MS Office
Internet and Email

PERSONAL INFO

Nationality : Indian

Visa Status : Visit visa

Marital Status : Married

Gender : Female

Languages : English, Tamil, Telugu

PROFESSIONAL EXPERIENCE

Revenue Accountant- 08/2011 - 08/2017

ADHIPARASAKTHI MATRICULATION HIGHER SECONDARY SCHOOL

Melmaruvathur. India

Company Overview: Web : <http://www.adhiparasakthischools.com/>

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations.

ACCOUNTANT

OM SAKTHI OFFSET PRINTERS

- Auditing financial Information
- Compiling and Presenting Reports, Budgets, Business Plans, commentaries and financial statements
- Analyzing business plans
- Providing tax planning services based on current legislation
- Financial forecasting and risk analysis
- Dealing with insolvency situations
- Negotiating the terms of business deals with clients

Déclaration

I , hereby declare that the information contained here is ture and correct to the best of Knowledge and belief

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