

# SHALIHA SARIN

Junior Accountant



## CONTACT DETAILS

**Email ID:**

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**Address:**

Al Nahda,  
Dubai, UAE



## PERSONAL INFORMATION

**Date of birth:** 21 Jan 2001

**Gender:** Female

**Marital Status:** Married

**Languages Known:**

English, Tamil

**Religion:** Islam

**Visa Status:** Visit visa



## COMPUTER SKILLS

- MS Office
- Tally Prime

## SKILLS

- Creative
- Accountability
- Problem solving
- Time management
- Multi-tasking



## CAREER OBJECTIVE

Looking for a challenging role in accounts, where my knowledge and skills can make a significant impact on the growth of the business.



## WORK EXPERIENCE

**Junior Accountant** | Nov 2021 – Jun 2022  
FM Builders – Tamilnadu, India

- Maintain records of employee attendance and leaves
- Preparing plans for the purpose of equipment, services and supplies
- Entering petty cash transactions and journal entries
- Attend calls and mails from vendors and customers
- Updating accounts receivable and issue invoices
- Preparing supplier reconciliation and process payment
- Compute taxes and prepare tax returns
- Process petty cash claims and reimbursements
- Prepare and submitting weekly/monthly reports



## ACCOUNTING SKILLS

- In-depth knowledge in basic accounting procedures.
- Ability to handle daily financial transactions.
- Knowledge of journal and ledger entries.
- Strong analytical and problem-solving skills.
- Ability to maintain accuracy while preparing financial reports.
- Basic understanding of TDS payments, service tax and GST.



## ACADEMIC BACKGROUND

- B.Com from SASTRA UNIVERSITY in 2021 with GPA 7.6/10
- Dip. in Financial Accounting – Tamilnadu Computer College – 2019
- 12<sup>th</sup> Class from Youth Welfare Matric.Sr Secondary School in 2018 with GPA 9.2/10