



## **PERSONAL DETAILS**

Mobile : +971 553315646  
Email ID : meghnathrissur@gmail.com  
LinkedIn : [www.linkedin.com/in/megha-em-28026318b](http://www.linkedin.com/in/megha-em-28026318b)  
Location : Bur Dubai  
D.O.B : 06/05/1993  
Nationality : Indian  
Gender : Female  
Marital Status : Married

## **PASSPORT & VISA DETAILS**

Passport No : T6908295  
Visa Status : Visit  
Visa Expiry : 05/01/2024

## **KEY SKILLS**

- Operations Management
- Decision Making
- Administration
- General Accounting
- Inventory Management
- Invoice Preparation
- Documentation
- Adaptability
- Time Management
- Interpersonal Communication
- Attention to Detail
- Coordination
- Analytic Skills
- Innovative
- Teamwork

## **CERTIFICATIONS**

- Diploma in Certified Commercial Accountant – Bharat Sevak Samaj – 2013
- Diploma in Certified Professional Accounting – Optima College – 2011

## **COMPUTER PROFICIENCY**

- MS Office (Excel, Word, Power Point)
- Internet, Outlook & Email
- Tally 9.0

## **LANGUAGES KNOWN**

- English
- Malayalam
- Hindi
- Tamil

## **PROFILE**

I am a dedicated and skilled professional with a comprehensive background in Accounting and Administration. Holding Professional Diploma in Computerized Professional Accountant (DCPA) and being a Certified Commercial Accountant (CCA). I possess a strong foundation in both manual and computerized accounting practices. With three years of hands-on experience in managing accounts for a reputable company. I have honed my expertise in VAT, Income Tax, Service Tax, Central Sales Tax, EPF, Tally 9.0, Peachtree and overall business management. My role as an Administration Assistant at Bobby Chemmanur International Group of Companies has further refined my organizational and interpersonal skills. Committed to excellence, I bring a unique blend of technical proficiency and practical experience to contribute effectively to any professional team.

## **EXPERIENCES**

### **❖ ADMINISTRATION ASSISTANT | 2017-2021**

#### **BOBY CHEMMANUR INTERNATIONAL GROUP OF COMPANIES - KERALA**

- Provided Comprehensive administrative support to ensure the smooth functioning of daily operations within the company.
- Effectively managed and organized files, records, and documentation.
- Implemented effective organizational system to enhance office efficiency, contributing to a more structured and productive work environment.
- Acted as a key liaison between different departments, facilitating clear effective communication to optimize workflow and coordination.
- Coordinated sales, purchase and look after banking operations.
- Preparing quotation, and follow up with the suppliers and clients.
- Building and maintaining profitable relationship with key customers.

### **❖ ACCOUNTS ASSISTANT | 2014-2017**

#### **JJ ASSOCIATES - KERALA**

- Demonstrated proficiency in both manual and computerized accounting practices, contributing to the accurate recording and management of financial transactions.
- Successfully navigated ensured adherence to complex tax regulations, including VAT, Income Tax, Service Tax and Central Sales Tax, resulting in the company's compliance with legal requirements.
- Adept at utilizing accounting software such as Tally 9.0, Peachtree, streamlining financial processes and enhancing overall efficiency in data management and reporting.
- Responsible for the accurate and timely processing of payroll, including EPF calculations, ensuring employees received their compensation in accordance with established policies.

## **ACADEMIC CREDENTIALS**

2013 B.Com. with CO-OPERATION  
Calicut University – India  
2011 Higher Secondary with Commerce  
State Board of Kerala – India

## **DECLARATION**

I hereby declare that above information provided is true to the best of my knowledge and belief.

**MEGHA EM**