



AADRA SAI LEKSHMI ACCOUNTANT

PROFILE

Detail-oriented Accountant with record of accurate reporting and budget management. Offering 5 years of experience in filling vat returns, payroll, creating reports, auditing, and monitoring expenditures and payments.

CONTACT

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Villa No 11

47 c Street

Al Khawanej 1

Dubai

EDUCATION

BACHELOR OF COMMERCE

AMRITA UNIVERSITY

APRIL-2016

SKILLS

- Prepares accounts and vat returns
- Organizational skills and ability to manage deadlines
- Budgeting
- MS Office Suite
- Tally
- QuickBooks

EXPERIENCE

ACCOUNTANT CUM MANAGER, ART BURGER, DUBAI

FEBRUARY 2022-PRESENT

- Prepare budget forecasts.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Compute VAT and prepare VAT returns.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Analyzing cash receipt patterns and assisting with weekly cash forecasts.
- Report on the company's financial health and liquidity.
- Overseeing daily operations.
- Controlling operational costs and finding ways to reduce waste.
- Managing recruitment and training new employees.
- Ensuring all staff complies with health and safety regulations.
- Reviewing product quality and researching new vendors.
- Sourcing suppliers based on price, availability, necessity, quality and logistical expenses.
- Monitoring inventory and writing orders to refill stock.
- Tracks the status of requisitions and purchase orders.
- Negotiate policies and contracts with various suppliers.
- Identify damaged or defective goods and work out an alternative solution with the supplier.

BUS PROCESS DELIVERY ASSOCIATE, ACCENTURE, INDIA

MARCH 2021-SEPTEMBER 2021

- Look for patterns in identifying non-compliance or fraud – key requirement.
- Comply with principles, policies and implications of auditing.
- Participate on ad hoc teams for the improvement of processes and resolution of issues.
- Perform expense audits of Accenture employees.
- Focuses quickly on most critical aspects of an issue or problem.
- Documents and communicates issues in an organized manner.

ACCOUNTANT, AMRITA UNIVERSITY

MAY 2016-JANUARY 2019

- Managed month-end and year-end close duties, administered additions, and performed maintenance and reporting of all corporate fixed assets.
- Completed month-end and year-end close procedures and reconciled all bank account.
- Auditing financial information.
- Calculation and approval of employee pay slips.
- Ensure timely bank payments.
- Performing daily cash depositing activities and reconciling cash receipts to posted cash entries.
- HR procedure for new joiners.