

APARNNA.V

ACCOUNTANT WITH 2 YEARS OF PROFESSIONAL EXPERIENCE



Contact : +971 521908750

Email : aparnnav0103@gmail.com

Location : Fujairah, UAE

Looking forward to join a well-reputed organization as an accountant in order to utilize my skills & qualifications in accounting and auditing which I can interact and work efficiently in a dynamic environment to prove myself, where I can pursue my ambitions and succeed within a cooperative team.

HIGHLIGHTS

- Record-to-report (R2R)
- Procure-to-Pay (P2P)
- Order-to-Cash (O2C)
- Reconciliation of Accounts
- Payroll & Benefits
- Receivables & Payables
- GST, TDS, VAT & Filing
- Accruals & Deferrals
- Closing Procedures
- Financial Statements
- ERP Software Management
- Audit Schedules
- Holding UAE driving license

PERSONAL DETAILS:

Date of Birth : 27th Sep 1990
Nationality : Indian
Marital Status : Married
Visa Status : Family Visa
Availability to Join : Immediately
UAE DRIVING LICENSE : 273084

LANGUAGES

- English
- Malayalam

EDUCATION

Rajagiri Business School - Kerala, India	2014
• Master of Business Administration (Finance)	
St. Albert's College - Kerala, India	2011
• Bachelor of Commerce (B.Com)	

CERTIFICATIONS

▪ Master Diploma in Business Accounting and Taxation	2023
▪ SAP Finance & Controlling (FI - CO) Power User Course	2023
<ul style="list-style-type: none">• Handling Bank accounts, petty cash for the Treasury Management.• Monitoring Forex and cash balances in each bank accounts and Inform to Management if shortage of fund, or fund reqd. in Bank on particular date to clear PDC issued• Preparing LPO, maintaining purchase records, follow up the suppliers for materials, managing their Payments & calculating suppliers credit periods.• Review & audit of Accounts Receivable Invoices.• Prepare SOA on monthly basis & Submit to Customer, & Follow up for Collection as per the Credit terms.• Perform periodical verification of stock inventory positioning and moving.• Preparation of Payroll including salary transfer list to the banks complying WPS and payroll slips.• Calculation of Gratuity and other dues of employees at the time of resignation/ termination according to UAE Labor Law• Preparing weekly sales, purchase & collection report and give to management by weekly• Maintaining and recording monthly accruals, Prepaid, Differed, Depreciation & Amortization, provisions and other adjustments on monthly basis• Preparation of Financial Statements, Balance Sheet, Profit & Loss statements, Trial Balance, Statement of Equity , Cash flow statements, MIS reporting, etc.. Statements to FTA.• Prepare accurate work papers, schedules, and reconciliations for audit purposes• Preparing & provide documents to legal departments for legal problems.	

PROFESSIONAL EXPERIENCE

Conduent Business Services- Kerala, India	Oct 2015 – July 2017
Accounting Associate	
<ul style="list-style-type: none">• Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.• Reconciliation of Bank a/c , reconciliation of AP/ AR and deferred a/c• Support monthly end and Annual closing Processes• Assist various departments in accounting issues and queries.• Have experience in analyzing and perform foreign currency exchanges.• Assist in tax preparation and filing activities.	

IT SKILLS

- MS Office
- Quickbooks
- Peachtree
- Confident to do any accounting software
- SAP
- Tally ERP

REFERENCES

References will provide upon request

