

PREMA.K.R

POST APPLIED FOR

: ACCOUNTANT



CONTACT INFORMATION

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Mussafah, Shabiya-11
Near Malabar Gold and
Diamonds, Abu Dhabi, UAE

EDUCATION

B.COM TAXATION | 2000-2002

- MG University
- SSV College, Perumbavoor, Kerala, India

PRE DEGREE | 1999

- Nirmala College, Muvattupuzha, Kerala, India

SSLC | 1997

- Board of Public Examination, Kerala, India
- S.A.G.H.S Muvattupuzha, Kerala, India

AREAS OF INTEREST

- Accountant
- Cashier
- Data Entry Operator
- Office Admin
- Receptionist
- Front Desk

COMPUTER PROFICIENCY

MS Office ★★★★★
Tally ★★★★★
Peachtree ★★★★★
Internet & Email ★★★★★

PROFESSIONAL SUMMARY

Experienced accountant with over two decades of expertise in financial management, data entry operations, and regulatory compliance. Skilled in meticulous financial record-keeping, data analysis, and efficient account management. Proficient in using accounting software to streamline processes and ensure accuracy. Strong attention to detail and effective communication skills facilitate seamless collaboration.

KEY SKILLS

Multi-tasking ability

Innovative

Dynamic

Team player

Excellent presentation skills

Leadership quality

Analytical skills

Good Communication

Inter personal skills

Reasoning ability

WORK EXPERIENCE

ONE YEAR EXPERIENCE AT SCRUBWAY CAR WASH LLC ABUDHABI AS ACCOUNTANT

MUVATTUPUZHA CO-OPERATIVE BANK KERALA, INDIA ACCOUNTANT | 2016 - 2024

Key Responsibilities

- Lead and oversee all bookkeeping activities.
- Prepare monthly and yearly P&L and Balance Sheet reports.
- Ensure precise delivery of financial statements, adhering to accounting principles and regulations.
- Conduct routine financial analysis to provide insights on performance and identify improvement opportunities.
- Innovate and implement streamlined accounting processes for accurate and timely financial transactions.
- Collaborate with stakeholders to forecast business performance, create budgets, and assess financial decisions.
- Maintain meticulous financial records and ensure timely data entry.
- Supervise external audit processes, working closely with auditors to validate accuracy and regulatory compliance of accounting records.
- Previous experience includes three years as a bank cashier.

ACCOUNTANT/DATA ENTRY OPERATOR | 2005-2016

CREATIVE TRADE LINKS, KERALA, INDIA

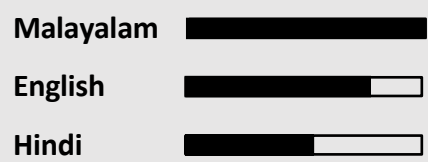
Key Responsibilities

- Led finance and accounting department to achieve company finance and compliance goals.
- Managed daily financial transactions and ensured timely monthly, quarterly, and yearly account closures.
- Collaborated effectively to set timelines and strategies, providing regular progress updates.

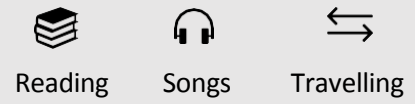
PROFESSIONAL SKILLS

- Financial Reporting
- Bookkeeping and Account Closure
- Stakeholder Collaboration
- Daybook Management
- Accounting
- Cash Handling
- Data Entry
- Office Administration
- Reception Management
- Front Desk Operations
- Payroll Management
- Inventory Control
- Vendor Management
- Microsoft Office Suite

LANGUAGES



INTEREST



REFERENCE

- Available upon request

- Developed daybooks and managed entries for purchases, sales, and income.
- Conducted supplier and bank reconciliations, resolving related issues.
- Analyzed financial data to optimize profits and minimize expenses, delivering monthly reports to senior management for long-term and short-term planning.
- Calculated government taxes, handled VAT payments, and managed client returns.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**-Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female

Date of Birth : 15-04-1982

Nationality : Indian

Marital Status : Married

PASSPORT & VISA DETAILS

Passport Number : S5040971

Date of Expiry : 01.08.2028

Visa Status : Family Visa

DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

PREMA.K.R