

# Shruti Chaturvedi

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## Career Objective

To succeed in every endeavor and improving by proving my abilities and easy adaptability to the work environment exposed. I want to use my **expertise and knowledge in the field of Accounting, Auditing, Finance and Taxation** for the benefit of the organization and prove as a valuable human resource.

## Qualification

**Educational Qualification** : Bachelor of Commerce (B.Com)  
**Name of University** : Agra University  
**Month/Year of Passing** : March-2006  
**Major Subject** : Account, Finance and Taxation

## Employment

### Shaheen Exchange L .L. C

**Position Title** : Cash Desk Clerk  
**Reporting to** : Manager  
**Continuance** : May -17 to till date  
**Nature of Industry** : Money Exchange

## Work Profile Details

- ✓ Executed customer transactions regarding cash, money orders and money exchange.
- ✓ Proficient in exchange 30 different currencies.
- ✓ Maintained balancing record with 100% rate of accuracy.
- ✓ Proficient in using computers and other office equipment.
- ✓ Exceeded monthly sale goal.
- ✓ Recorded amount received and prepared report of transactions.
- ✓ Processed Exchange and foreign currency.
- ✓ Maintained friendly and professional customer interactions.

- ✓ Working in remittance department.
- ✓ Money exchange with compliance.
- ✓ Resolving all query related to VAT Auditors
- ✓ Checking of Documents for foreign disbursement
- ✓ Checking all compliance related to money exchange.
- ✓ Online VAT return Filling and VAT payment.

### Software Experience

- ✓ Well conversant with software such as MS office and Internet
- ✓ Tally (up to version ERP 9.0)
- ✓ Synchronization system in Tally-ERP 9
- ✓ Symex and liveEx
- ✓ Uremit, Instant cash, & Transfast

### Key Area of Expertise

- ✓ Finalization of Balance Sheet as per Accounting standard
- ✓ Coordinating with statutory Auditors and Cost Auditor
- ✓ Preparation of Cash Flow, Ledger Scrutiny, Cost Centre Analyses, Project Profitability and vendor payment schedule and Tax planning
- ✓ Handling of team and maintenance of proper records
- ✓ Handling Direct and Indirect Taxation

### Personal Details

<b>Date of Birth</b>	: 15 <sup>th</sup> Oct 1986
<b>Sex</b>	: Female
<b>Language Known</b>	: English, Hindi & Gujarati
<b>Hobbies</b>	: Reading and Music
<b>Marital Status</b>	: Married
<b>Employment Status</b>	: Full Time
<b>Nationality</b>	: Indian
<b>Visa status</b>	: Employment

### Declaration

I do hereby declare that the above particulars submitted by me are true and correct to the best of my knowledge.

(*Shruti Chaturvedi*)