

# Shruti Chaturvedi

Meena Bazar, Bur Dubai, UAE  
Email: [shrsat01234@gmail.com](mailto:shrsat01234@gmail.com)  
Contact: +971 52 3581542



## 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

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