Grishma Naik

Accountant

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Al Barsha Dubai, UAE

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# **CAREER OBJECTIVE**

Seeking an Accountant position with reputed firm where my knowledge & experience of managing accounting system will be fully utilized

# **Professional Summary**

7+ years of Accounting experience (1+ year in Dubai), in VAT calculation, Tally, payroll, financial report, cash management. Bachelors of Commerce with first class.

| **Work Experience** **Green & Safe Technical Services** *Al Quoz Ind-3, Dubai, UAE Jan 2018 – Present****(Working as an Carpentry & interiors works specilised firm with over 20 manpower)* (1 year, 4 months)****Key Skills*** Recording daily sales, purchase, payment, receipt collection & journal voucher in tally.
* Management of daily financial operation.
* Prepare monthly payroll, closing monthly entries like accruals and provisions.
* Verification of bills & reconciliation of total turnover.
* Coordinating with management, client and banks for routine tasks of the company.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Preparing of Tax invoices, Vouchers & Purchase order as per the guidelines of local authority .
* Reconciliation of debtors, creditors and bank Statement at the end of month.
* Calculate and file VAT return
* Cheques Preparation and cash request statement for daily petty cash.
* Proficient in Tally ERP. 9
* Preparation of Balance sheet, Profit & Loss a/c, Trial Balance etc
* Maintain files and documentation thoroughly and accurately in accordance with company policies and procedures.
* Frequent physical verification of stocks.

**JNT Enterprise *Panaji Goa, India******(A well known Real Estate Builder in the capital city of Goa with Nov 2011-June 2017******Manpower of over 50,engage in construction of Residencial complex, Villas & Public works) (5years 6months)*****Key skills**  |
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| * Verification of bills & reconciliation of total turnover.
* Bank, Debtors & Creditors Reconciliation.
* Maintain cash transaction & petty cash book, preparing cash.
* Day to day cash & bank transactions.
* Preparing outstanding list of Debtor & making Payment follow-up.
* Preparing of Tax invoices, Vouchers & Agency Payment.
* Sales & Purchase total reconciliation of accounts calculating VAT.
* Reconciliation of Bank Statement at the end of month.
* Service Tax, Vat Return, E-TDS Return Filling, Income Tax E Return Filling & other government taxes calculation
* Maintain salary register in MS-Excel
* Knowledge of Tally and other software.
* Maintain Balance sheet & profit & Loss.
* Site stock check

**I & M Shaikh & Associates** *Panjim, Goa, India*  April 2011 – Nov 2011***(Worked as an Accounts cum audit assistant in certified Charted Accounting firm with over 25 years of experience in the field, engage in account auditing of small to medium scale firms)* (7 months)** **Key skills*** Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock.
* Passing journal entries in tally
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# **Credentials .**

| **Bachelors of Commerce** (First class) Goa University, Goa, India  |  2011 |
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# **Training & Courses** .

| **Accounts book writing with taxation** Feb 2013 -Academy of computer education & Technology, Goa  |  Feb 2013 (Duration - 3 months) |
| --- | --- |
| **Secretarial Practice**  -Karnataka State Electronics Development Corporation Ltd |  Sep 2009 (Duration – 6 months) |
| **Diploma in Tally ERP 9.0** -National Institute of Computer Education, Goa  |  May 2010  (Duration - 1 month) |
| **Computer Typing**  -National Institute of Computer Education, Goa  |  Jan 2015  (Duration - 1 month) |

# **Personal Detail .**

DOB : 02/06/1991 (28 years)

Gender : Female

Marital Status : Married

Languages Known : English, Hindi, Marathi and Konkani

Nationality : Indian

Passport No : R5098170

Visa Status : Residence Visa **(Husband Sponsored)**

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