

SANTRA SHOY



CONTACT

Muweilah Commercial, Sharjah

0507709131

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16/07/1999

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

SKILLS

- Bookkeeping
- Payroll
- Microsoft office
- Software (Tally erp.9, Tally prime, Quick book -basic)
- Income tax Filling & Gst Returns
- Corporate Tax (basic)

ADDITIONAL INFORMATION

✓ Nationality : INDIAN

Gender : Female

Martial Status : Married

Visa Status : Spouse Visa

Whatsapp no :8547320302

LANGUAGE

- ✓ Malayalam
(Native or Bilingual Proficiency)
- ✓ English
(Full Professional Proficiency)
- ✓ Hindi
(Limited Working Proficiency)

EXPERIENCE

Skyline Corporate Services

Deira, Dubai - United Arab Emirates

06/02/2023 -

15/09/2023

Junior Accountant

- * Responsible for maintaining Accurate day to day Financial Transactions
- * Preparing Invoices & Receipts
- * Maintaining employee Salary earnings & deductions
- * Assisting in Preparation of Financial Statements and tax payments
- * Handle office general administration duties
- * Support month-end close process

Eldho & Associates

Thrissur, Kerala

6/01/2021 -

5/01/2022

Accounts and Audit Assistant

- * Maintain & Preparing Financials Records & Reports
- * Invoice Processing & Filling
- * Handling Communication & Clients
- * Provided Support to Accounting department & assisting in Audit process
- * Performing all clerical tasks such as Filling, handling mails, making calls and basic...

Tax India Associates

Thrissur, Kerala

1/06/2019 -

30/09/2019

Assistant Gst Accountant

- * Preparing and Filling Gst Returns
- * Recording all expenses and incomes
- * Preparing Tax Payments
- * Documenting Financial Transactions

EDUCATION

ICMAI

Certified Management Accountant (CMA)
Inter Completed

2022

Calicut University

Bachelor of Commerce (B.com)
60%

2021

St.Thomass Hss

Plus Two
Govt.of Kerala
90%

2017

Carmel Central School, Thrissur

10th (AISSE)
Central Board of Secondary Education
86%

2015