



FARISHA KARTHIYAMKOTTIL SALIM

ACCOUNTANT CUM ADMIN

PERSONAL PROFILE

I am a professional Accountant with over 7 years experience in providing excellent capability in Tally ERP9 and Microsoft.

SKILLS & ABILITIES

- Computerized Accounting in Tally ERP9 and Excel.
- Detailed working knowledge of Microsoft Office.
- Good Communication Skills.
- Ability to work in a fast paced environment under pressure and multi-task.
- Ability to work on own initiative and be responsible in doing so.
- A fast learner and the ability to self-train.

CONTACT INFORMATION



Flat # 108, Family Building,
Industrial Area 1, Ajman, UAE



0557429772



farishaabobaker@gmail.com

Visa Status: **Husband visa**
Nationality: India
Place of Birth: Kerala, India

EMPLOYMENT HISTORY

Accountant and Admin at Topstyle Furniture LLC. (Design, Production, Supply & Installation of Curtains, Sofa, wallpaper) Al quos Industrial Area-2, Duda, U.A.E.
From 01-11-2020

Accountant at Advanced Heavy Machine Maintenance,
Sajja Industrial Area, Sharjah, U.A.E.
From 01-04-2020 to 10-10-2020

Accountant at Cherumadathil Sales Corporation (C&F of Hindware CP Fittings) Cochin, India.
From 01-12-2010 to 31-10-2012

Audit Assistant at Shankar & Moorthy Chartered Accountant, Cochin, India.
From 01-05-2008 to 30-10-2010

Accountant cum Office assistant at Blue Flame Gas Agencies, Cochin, India.
From 01-02-2007 to 30-04-2008

EDUCATIONAL HISTORY

ISO Certified Diploma in Accounting
The Institute of Accountants, Cochin, Kerala, India

Diploma in Computer Application
Government Poly Technique, Kalamassery, Kerala, India

Bachelor Degree
Mahatma Gandhi University, Kerala, India

Higher Secondary: Pre-Degree
Mahatma Gandhi University, Kerala, India

Secondary School Leaving Certificate (S.S.L.C)
Govt. High School, Thrikkakara, Government of Kerala - India.

RESPONSIBILITIES

Accountant cum Office assistant, Blue Flame Gas Agencies.

Period: February 2007 to April 2008

- Maintaining inventory reports in excel and Tally9.
- Maintaining Sales & purchase reports in excel and Tally9
- Dealing with direct customers and attending phone calls
- Filing all transaction records

Accountant, Shankar & Moorthy Chartered Accountants.

Period: May 2008 to October 2010

- To prepare the clients books of Accounts in Tally
- Auditing
- TDS calculation e-payment and Return e-filing
- Online VAT Return e-filing and e-payment
- Finalization of Accounts in excel (with P&L, Balance Sheet and Tax calculation)
- Income Tax e-filing and e-payment
- Discuss with clients in documentation and finalisation procedures

Accountant, Cherumadathil Sales Corporation.

Period: December 2010 to October 2012

- Preparation of Sale Bills and Delivery note
- Bank Reconciliation.
- Computerized Accounting in Tally and Excel
- Daily collection Cheques send to Bank
- Preparation of Sales Register, customer Ledger, Address Lists etc in Excel
- Maintain all accounting documents
- Follow up the outstanding of Debtors
- Purchase Order Preparation
- Assist the Auditor for Finalization
- Follow up Sales Executives for Sales and Outstanding

RESPONSIBILITIES

Accountant at Advanced Heavy Machine Maintenance.

From 01-04-2020 to 10-10-2020

- Preparation of Sale Bills and Delivery note
- Preparation of Quotations & Invoices
- Bank Reconciliation, Handling Petty Cash
- Handling customers through emails & Payment follow up
- Preparation of manual Daybook and customer Ledger
- Maintain all Accounting documents and filing
- VAT filing preparations

Accountant cum Admin Topstyle Furniture LLC.

Period: From 1st November 2020

- Computerized Accounting in Tally ERP9 and Excel
- Handling Company accounts, Invoicing
- Maintain all Accounting documents and filing
- VAT filing preparations
- Issuing Cheques to suppliers
- LPO preparation, Quotation preparation
- Payment follow up, SOA preparation
- Forecasting, Sales reports
- Reconciliation of accounts
- Accounts payables and receivables

DECLARATION

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction of my superiors.