

**Name:**

FarishaK S

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Address:

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

Phone no:

0557429772

Date of birth:

03-04-1982

Place of birth:

Kerala, India

Sex: Female

Marital Status:

Married

Nationality: Indian

Visa Status:

Husband Visa

Passport No:

L 48757051

Languages:

English,
Malayalam.
Arabic read & write
Hindi read & write

Objective

Seeking challenging work environment that encourages continuous learning, with an opportunity to participate and contribute the fast growth of organization. I intend to apply my skills, experience and knowledge to achieve organizational objectives thereby achieving my goal.

Professional Experience

Accountant and Admin at Topstyle Furniture LLC. (Design, Production, Supply & Installation of Curtains, Sofa, wallpaper) Al quos Industrial Area-2, Dudai, 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, Cherumadathil Sales Corporation (C&F of Hindware CP Fittings) Cochin, India

From 01-12-2010 to 31-10-2012

Accountant, Shankar & Moorthy Chartered Accountant, Cochin, India

From 01-05-2008 to 30-10-2010

Accountant cum Office assistant, Blue Flame Gas Agencies, Cochin, India

From 01-02-2007 to 30-04-2008

Responsibilities

Accountant cum Admin Topstyle Furniture LLC, (Design, Production, Supply & Installation of Curtains, Sofa, wallpaper) Al quos Industrial Area-2, Dudai, U.A.E

Period: From 1st November 2020

- Computerized Accounting in **Tally ERP9 and Excel**
- Handling Company accounts

- Maintain all Accounting documents and filing
- VAT filing preparations

**Accountant at Advanced Heavy Machine Maintenance,
Sajja Industrial Area, Sharjah, U.A.E**

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, Cherumadathil Sales Corporation (C&F of Hindware CP
Fittings) Cochin, India**

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

Accountant, Shankar & Moorthy Chartered Accountants, Cochin, India

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 cum Office assistant, Blue Flame Gas Agencies, Cochin, India

Period: February 2007 to April 2008

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

Academic Details

Diploma in Manual and Computerised Accounting

An ISO Certified Institute (The Institute of Accountants) Cochin, Kerala, India

Diploma in Computer Application

Government Poly Technique, Kalamassery, Kerala, India

B. A Degree in Philosophy

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.

Skills

- 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 oneself.

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 to my superiors

[FARISHA K S]