



# DIVYA JYOTHISH

ACCOUNTANT  
SHARJAH, MUWEILAH  
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## Objective

Highly responsible and dedicated person have more than 4 year experience as accountant in different field. Now seeking challenging and good work atmosphere for enrich my knowledge and ability. I am flexible reliable and possess excellent time keeping skills. As an enthusiastic person I can work as team leader and self alone.

DOB: 01/06/1988

Gender : Female

Visa Statu: Husband visa

### Languages

1. Malayalam
2. English
3. Hindi

### Technical skills

1. Tally erp9
2. Tally Prime
3. Orizon (customized)
4. Quick book

### Highest Qualification

After my graduation I completed 2 year regular post graduation in Finance with HRM (MBA).

### PROFESSIONAL QUALIFICATIONS

1. I started my carrier from a Tax practitioner as an assistant accountant for 1 year. Where I learned invoicing, taxation customer relation, maintain Mis .
2. IIA Institution

My second carrier start with IIA Institution where I took 3 months internship for GST. I have worked there for more than 2 year as an Accountant as well Admin.

### UAE EXPERIENCE

#### Assistant Accountant

Al Meena Management Consultancy, Sharjah

I joined in Al meena Management Consultancy on April 2023 as an Assistant Accountant. Here I have experienced UAE Taxation, Export and Import tax, VAT filing, Refund

Filing,Deregistration,Document required for new tax  
Registration and deregistration,amendmend in FTA PORTAL  
Managing different kinds of customer,book keeping,  
Financial statement preparation.

### **CORPORATE TAX**

In 2023 june UAE gov.introduced new tax that is corpoirate  
Tax.I have experience in registration of coeporate tax.

## **Declaration**

I here by declare that all above mentioned details are true and correct t to my best of  
knowledge and can be supported with relevant documents.

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