

SHARANYA SHYJITH

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Account Assistant | Admin

Highly motivated accounting professional offering proven skills in data processing and managing accounting task in a professional manner. Additionally my education has helped me identify and select my preferred field. I eager to expand my knowledge and skills to contribute to a dynamic organization while continuing to grow and develop in the field of accounting

WORK EXPERIENCE

CAPELLA CORPORATE FINANCE CONSULTING - *Dubai, UAE*

March to July 2024

Intern

- Conducting research on vat laws, regulations, and updates in UAE.
- Assisting in preparing vat filling for clients, ensuring compliance with the latest regulations and best practices.
- Executing audit assistance functions to verify the accuracy of accounting systems and procedures.
- Provide accurate, timely and relevant recording and analysis of financial information.
- Verifying bank statement and performing reconciliations.

SECURE PVC - *Kannur, Kerala*

2016 to 2018

Office Assistant

- All the office clerk work.
- Maintain day book and petty cash register.
- Processing and organizing invoices.
- Documenting daily transactions.
- Guiding sales and purchase teams on proper invoicing and documenting.

AKG MEMORIAL CO-OPERATIVE HOSPITAL - *Kannur, Kerala*

2009 to 2014

Receptionist

- Greeting patients and visitors.
- Scheduling Appointments.
- Answering phone calls.
- Administrative task.
- Processing billing and co-payments.

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

SKILLS

- Time Management
- Critical Thinking
- Multi-Tasking
- Communication
- Tally
- QuickBooks
- Excel, Word, PowerPoint
- Handling Pressure

EDUCATION

Bachelor of Commerce - *Kannur, Kerala, India*

Kannur University, 2008

Diploma in computerized financial accounting - *Kannur, Kerala, India*

Government of Kerala, 2008

CERTIFICATIONS

- **Tally Prime.**
- **Advanced training course in Taxation and VAT, uae 2024.**
- **IATA/UFTAA foundation and EBT course, 2011.**

PERSONAL PROFILE

- Sex : Female
- Nationality : Indian
- Date of Birth : 28/04/1988
- Passport Number : T0185058
- Visa Status : Residence Visa
- Marital Status : Married

DECLARATION

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

DATE: 22/09/2024