



NESIYA SHANAVAS

Personal Data:

FATHER'S NAME : SHANAVAS KHAN P.L

DATE OF BIRTH : 09/07/1999

AGE : 23

SEX : FEMALE

NATIONALITY : INDIAN

MARITAL STATUS : SINGLE

ADDRESS FOR COMMUNICATION:

DUBAI, UAE

CONTACT NOS.:

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E-MAIL:

nesuraizz3716@gmail.com

OBJECTIVE

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

PROFESSIONAL STRENGTHS

- Excellent Verbal and written communication skills.
- Quick learner and open to learn new ideas.
- Good management and organizational skills.
- As a team worker, work under pressure and handle multiple tasks.
- Good motivator, enthusiastic.
- Expert attention to detail.
- Innovative thinking.
- Collaborative problem solving.
- Time management.

EDUCATIONAL CREDENTIALS

Educational Qualifications

- **Bachelor of commerce**
St. Berchmans College, Changanacherry
June 2017- March 2020
GPA: 6.0
- **Commerce**
St. Josephs Central School, Mundakayam
June 2015-March 2017
GPA:7.5
- **SSLC**
St. Josephs Central School, Mundakayam
March 2015
GPA:8.0

TECHNICAL PROFICIENCY

Technical Proficiency:

- Tally ERP
- Tally Prime
- Zoho Books
- MS Excel
- MS Word

AREA OF INTEREST

- Accounting
- Management
- Taxation
- Finance
- Banking

WORK EXPERIENCE

JUNIOR ACCOUNTANT

Rao and Emmar
Chartered Accountants,
Kerala Branch
March 2022- March 2023

Areas of Expertise

- Manage all accounting transactions.
- Preparation of accounts, filing of income tax for the clients.
- Filing various returns under GST, TDS.
- Annual filings of companies.
- Performing internal audits, concurrent audits, reconciliation of accounts and verifications thereof.
- Preparation of provisional and projected financials.
- Assisting in finalization of financial statements of corporates as well as non-corporates.
- Applying for PAN, TAN, GST registration.
- Assisting in assessment and appeal before GST and Income Tax Laws.

ASSISTANT ACCOUNTANT

City Silks,
Kerala
February 2021- February 2022

Areas of Expertise

- Manage all accounting transactions.
- Evaluate employee expense reports and verify accuracy.
- Manage Petty Cash.
- Accurately calculate deductions and process payroll.
- Ensures timely bank payments.
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements.

DECLARATION

I declare that all the above furnished information and particulars are true to the best of my knowledge and belief.

Place: Dubai

Date:

NESIYA SHANAVAS

