

SHALIHA SARIN

Junior Accountant



CONTACT DETAILS

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Address:

Al Nahda,
Dubai, UAE



PERSONAL INFORMATION

Date of birth: 21 Jan 2001

Gender:Female

Marital Status:Married

Languages Known:

English, Tamil

Religion:Islam

Visa Status: Visit visa



COMPUTER SKILLS

- MS Office
- Tally Prime

SKILLS

- Creative
- Accountability
- Problem solving
- Time management
- Multi-tasking



CAREER OBJECTIVE

Looking for a challenging role in accounts, where my knowledge and skills can make a significant impact on the growth of the business.



WORK EXPERIENCE

Junior Accountant | Nov 2021 – Jun 2022
FM Builders – Tamilnadu, India

- Maintain records of employee attendance and leaves
- Preparing plans for the purpose of equipment, services and supplies
- Entering petty cash transactions and journal entries
- Attend calls and mails from vendors and customers
- Updating accounts receivable and issue invoices
- Preparing supplier reconciliation and process payment
- Compute taxes and prepare tax returns
- Process petty cash claims and reimbursements
- Prepare and submitting weekly/monthly reports



ACCOUNTING SKILLS

- In-depth knowledge in basic accounting procedures.
- Ability to handle daily financial transactions.
- Knowledge of journal and ledger entries.
- Strong analytical and problem-solving skills.
- Ability to maintain accuracy while preparing financial reports.
- Basic understanding of TDS payments, service tax and GST.



ACADEMIC BACKGROUND

- B.Com from SASTRA UNIVERSITY in 2021 with GPA 7.6/10
- Dip. in Financial Accounting – Tamilnadu Computer College - 2019
- 12th Class from Youth Welfare Matric.Sr Secondary School in 2018 with GPA 9.2/10