

PARVATHY UNNI

ACCOUNTS AND ADMIN EXECUTIVE

Diligent professional with hands-on experience in financial reporting, GST filing, and ERP systems management. Skilled in accounts payable/receivable, budget monitoring, and tax compliance. Proven ability to collaborate effectively with cross-functional teams, ensuring regulatory compliance and timely financial reporting. Seeking a rewarding Accounts and Administration role to leverage expertise in optimizing financial processes and contributing to organizational success.

KEY SKILLS

Financial Reporting	Tax Compliance	Financial Analysis
Data Entry	GST Filing	Budgeting & Forecasting
Audit Support	Documentation	Team Collaboration

WORK EXPERIENCE

Accountant

Zera Green Packaging & Exports Pvt Ltd | Kunnampulam, Kerala

From February 2023 to March 2024

- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with accounting standards.
- Managed accounts payable and receivable functions, including invoice processing, vendor payments, and customer invoicing, optimizing cash flow management.
- Assisted in the preparation and monitoring of budgets, tracking expenses, and identifying cost-saving opportunities to achieve financial goals.
- Facilitated internal and external audits by providing accurate financial data and documentation, ensuring transparency and compliance with audit requirements.
- Supported tax compliance activities by preparing and filing GST, TDS, and other tax returns timely and accurately, minimizing risks of penalties and interest.
- Utilized SAP ERP (MM, SD, and FICO modules) for recording financial transactions, generating reports, and maintaining data integrity across departments.
- Collaborated with cross-functional teams to resolve accounting issues, streamline processes, and improve financial reporting efficiency.

Trainee (GST Filing)

Account Zone | Shoranur, Kerala, India

3 months

- Ensured precise and timely filing of GST returns for clients, adhering to regulatory requirements and deadlines.
- Managed and organized GST-related documentation, maintaining meticulous records for audit and compliance purposes.
- Worked collaboratively with senior accountants and administrators to support overall accounting and administrative functions as needed.
- Successfully met deadlines for GST filing submissions, demonstrating strong time management and organizational skills.

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

PARVATHY UNNI



CONTACT

- +971 557345506
- parvathyp642@gmail.com
- Al Nahda, Sharjah, UAE

EDUCATION

- Bachelor of Business Administration**
Calicut University, Kerala, India | 2019 - 2022

PROFESSIONAL QUALIFICATION

- Post Graduate Diploma In Financial Management And SAP**
- SAP S/4HANA Finance & Controlling**
- TallyEssential Level 2**

COMPUTER KNOWLEDGE

- Tally Prime
- MS Excel
- QuickBooks
- Sage 50
- SAP ERP Software (MM, SD and FICO)

LANGUAGE

- English
- Hindi
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 25/05/2002
- Visa Status : Visiting Visa
- Passport No : Y3161890
- Expiry Date : 28/05/2034