

SMRITHI

Accountant

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utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app](https://www.linkedin.com/in/smrithi-midhunlal-18b285253?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)
• Sharjah

Summary

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, complaint records and controls responsive to dynamic operating conditions. Experienced in VAT returns. Expertise in using accounting software to manage transactions and generate reports . Reliable in meeting deadlines and ensuring accuracy in all financial documentation.

Experience

Al Remah printers services

Sharjah, UAE

Accounts Admin

12/2022 - Present

Printing press

- Proficient with leading financial management applications such as QuickBooks and Tally ERP9.
- Executed VAT calculations and filings.
- Processed invoices ,receipts , payments and other financial transactions with accuracy to maintain financial records.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Managed accounts payable and receivable, ensuring timely settlement of invoices and maximizing cash flow.
- Kept and accurate and up to date record of invoices and other accounting documents.

Mahe Royal Travancore Nidhi Limited

Kerala,India

Senior Clerk

10/2020 - 09/2022

Non Banking Finance company

- Handle customers and their financial transactions.
- Manage department employees; responsible for day-to-day supervision.
- Process and accept deposits and payments from customers.
- Responded to customer enquiries via telephone and email, providing timely and accurate information to enhance customer service.
- Trained junior clerks on office procedures, software application and customer service standards to enhance team capabilities.

Urozone Power systems

Kerala, India

Accountant

06/2019 - 06/2020

Power systems

- Maintaining records of a company's daily transactions and compiling those transactions into financial statements.
- Coordinated month-end and year-end close processes accurate and timely financial reporting.
- Managed accounts payable and receivable, ensuring timely settlement of invoices.

Focus Business services

Kerala,india

Accounts Assistant

06/2017 - 05/2018

Assist with sreesan kartha (chartered Accountant)

- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Assisted with receiving , processing and verifying all invoices related to accounts payables.
- Assisted in payroll processing, ensuring accurate calculation of wages, deductions and tax contributions.
- Prepared and filed tax returns with assigned deadlines.

Education

Indira Gandhi open university

Master of commerce

12/2018 - 12/2020

Pondicherry university

Bachelor of commerce

08/2014 - 05/2017

Skills

Professionalism and strong work ethic. . Proficiency with Excel and accounting software like QuickBooks and Tally. .
Excellent communication and leadership skills. Ability to work independently and as part of a team. Ability to Prepare Financial Statements.

Certification

Focus certified Accounting Professional (Manual accounting, Tally ERP9, Peachtree, QuickBooks, Practical training)

Languages

English Proficient ●●●●● Hindi Advanced ●●●●● Malayalam Native ●●●●● Tamil Proficient ●●●●●