





PREETHI T D

JUNIOR ACCOUNTANT

CONTACT

 preethitd2001@gmail.com

 +971 567876335

 Karama, Dubai

 www.linkedin.com/in/preethitd

SKILLS

- Accounting & Bookkeeping
- Financial Reporting
- Financial Statement
- Auditing & Taxation
- AP/AR
- Software Proficiency
- Bank Reconciliation
- Attention to Detail
- Problem-Solving
- Time Management
- Communication skills

PERSONAL DETAILS

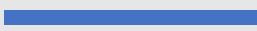
Nationality: Indian

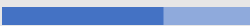
Passport No: C2532813

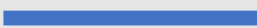
DOB: 03/09/2001

Visa Status: Visiting Visa

LANGUAGES KNOWN

English 

Hindi 

Malayalam 

SUMMARY

Junior Accountant with **2+ years** of experience and professionally qualified with **Association of Chartered Certified Accountants (ACCA)**, seeking a position in the accounts or finance field where my experience and academic knowledge will be further developed and utilized towards the organization's growth.

WORK EXPERIENCE

JUNIOR ACCOUNTANT

TAXPERT GCC – Kochi, India

Nov 2022 – Dec 2024

- Assisted in preparing monthly, quarterly, and annual financial reports.
- Processed accounts payable and receivable, ensuring timely payments and collections.
- Maintained accurate and up-to-date accounting records in the general ledger.
- Performed account reconciliations.
- Support VAT filling, tax return preparation, and ensure compliance with tax regulations.
- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Provided support during internal audits by preparing necessary documentation and reports.
- Reviewed and processed invoices, ensuring compliance with company policies.
- Updated and maintained accounting files, ensuring easy access and compliance
- Utilizing accounting software like Tally ERP 9 and MS EXCEL

IT SKILLS & CERTIFICATIONS

- Zoho
- Tally ERP9
- VAT
- Quick Books
- MS Excel & Word
- Power Point

ACADEMIC QUALIFICATIONS

- Association of Chartered Certified Accountants (ACCA)**
- Bachelor of Commerce** Mangalore University, India 2019-2022
- Higher Secondary** Central board of Kerala, India 2017-2019
In Commerce