





PREETHI T D

ACCOUNTANT

CONTACT

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 +971 567876335

 Karama, Dubai

 www.linkedin.com/in/preethitd

SKILLS

- Accounting & Bookkeeping
- Inventory management
- Financial Statement
- Auditing & Taxation
- Financial Reporting
- Invoicing & Petty cash
- Reconciliation
- Document control
- Data entry
- Tally ERP9
- Budgeting & Forecasting
- MS Excel, Word & PPT

PERSONAL DETAILS

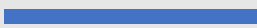
Nationality: Indian

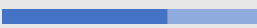
Passport No: C2532813

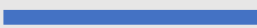
DOB: 03/09/2001

Visa Status: Visiting Visa

LANGUAGES KNOWN

English 

Hindi 

Malayalam 

SUMMARY

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

Accounts Assistant

Nov 2022 – Dec 2024

TAXPERT GCC – Kochi, India

- Prepared and reviewed bank reconciliations to ensure alignment between bank statements and company records.
- Processing payments and documents such as invoices, employee reimbursements, and financial statements.
- Tracking expenses and evaluating budgets.
- VAT Registration and Reconciling invoices.
- Posting financial data to accounts.
- Resolved discrepancies in financial records, ensuring accurate reporting.
- Monitoring accounts receivable and accounts payable to ensure timely payments and collections.
- Drafting and editing financial presentations.
- Handling cash disbursements and issuing checks.
- Participating in monthly, quarterly, and annual audits.
- Handling communication between the organization and clients.
- Maintaining and improving the organization's bookkeeping process.
- Performing basic office tasks like filing, data entry, and mail processing.

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