

# PRAVEENA CHERKARA



Sharjah, UAE



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VISA STATUS: SPONSORED

## PROFILE INFO

I am an aspiring accounting professional with a passion for numbers and a strong foundation in financial principles. Eager to launch my career in the dynamic world of finance, My commitment to accuracy, coupled with a proactive approach to problem-solving, enables me to thrive in fast-paced environments. With a focus on continuous learning and development, I am ready to contribute to a team while honing my skills and advancing my career in the field of accounting.

## EXPERIENCE

### NOV 2023 - PRESENT REDLINE INTERIORS LLC Accounts Assistant

- Adeptly generate precise tax invoices, ensuring compliance with regulations and company policies.
- Maintain meticulous records for seamless auditing.
- Skillfully create purchase orders, fostering smooth procurement through collaboration with vendors and internal stakeholders for timely delivery.
- Implement effective tracking for optimized inventory management.
- Expertly handle credit notes, meticulously documenting adjustments for accuracy.

### SEP 2022 - FEB 2023 BABTEXAS TECH.CONT.LLC Accounts Assistant

- Collaborate with cross-functional teams to resolve customer queries promptly and maintain positive client relationships.
- Conduct accurate and timely entry of bank and cash transactions, ensuring integrity of financial data.
- Monitor cash flow and reconcile discrepancies to provide strategic insights.
- Collaborate with the finance team for streamlined processes.

## SOFTWARE SKILLS

- Microsoft Suit (Microsoft Excel, Microsoft Word, Microsoft PowerPoint)
- Canva
- Tally Prime

## EDUCATION

2020 - 2023 | University Of West London

### BA(HONS) ACCOUNTING & FINANCE

Part ACCA Affiliant

2019 - 2020 | Sharjah Indian School

### Grade 12

## SKILLS

- Ability to work under pressure
- Good understanding of Accounting Principles
- Sense of Responsibility
- Competent with Technology
- Ability to Work with a Team
- Attention to Detail
- Good written and verbal communication skills
- Critical Thinking

## LANGUAGES

- English
- Malayalam
- Hindi