

RANJITHA P

ACCOUNTANT



Astute Professional with over 4 Years of experience accounts and auditing. Adaptable to transition to a new team where my expertise can be fully utilized and appreciated. A team player, quick learner, honest and multi-tasking hardworking individual with hunger to learn new skills and hone present ones with high attention to details.

✉ ranjithachippi@gmail.com

📞 +971 506799069

Profile Summary

Core Competencies

Vat Filing

Payroll processing

Vendor Evaluation

Contract negotiation

Internal Auditing

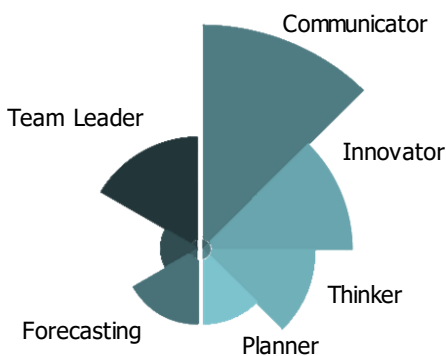
Client & Stakeholder Management

Preparing Ageing Report

IT Skills

- Tally ERP 9, Tally Prime, infi software, MS Office

Soft Skills



Prepare all vouchers on daily basis and to ensure whether it is posted to proper accounts, maintaining, supporting documents like invoices, vouchers, LPO and delivery note

Handling daily transitions in cash, petty cash, bank accounts, PDC's and managing company's liquidity.

Updating Accounts payable and receivable, also preparing ageing reports

Reconciliation of bank accounts, accounts payable, accounts receivables and associated companies.

Maintaining Stock and Register

Prepare and maintaining payroll and handling employee benefits

Keeping fixed assets register & proper allocation of depreciation

Liaising with clients, internal and external auditors, bank and other parties

Familiar with Tally, Excel and confident to handle any accounting software

Developing and implementing financial policies and procedures

Preparation of financial statements and reports

Managing payroll and employee benefits

Monitoring and analyzing financial performance

Identifying and managing financial risks

Developing and maintaining relationships with banks and other financial institutions

Staying informed about current financial regulations, laws, and market trends

Providing training and mentorship to junior accounting staff

Developing and implementing cost-saving strategies

Negotiating contracts and agreements with suppliers and partners

Managing and tracking billing information.

Responding to customer inquiries regarding billing and payment.

Ensuring timely and accurate billing and payment collection

Maintaining and updating customer billing information.

Reconciling billing records with financial data.

Collaborating with other departments, such as accounting or customer service, to resolve billing issues

Work Experience

Dec'23 to Till Date: Oxygen General Trading L.L.C, Abu Dhabi, UAE
As Accountant

Mar'20 to Jan'23: Aura Home Center, Kerala, India
Accounts Head

Jan'19 to Mar'20: Skeyper Hyper Market, Kerala, India
As Accountant

Jun'18 to Jan'19: G-Tech, Kerala, India
As Accountants faculty

Education

- **2017: Bachelors of Science** from Kannur University, India
- **2014: Sankaracharya Accounts Management**, Kannur, India
- **2012: Higher Secondary School Certificate Govt. Higher Secondary School**, Vellur, KANNUR, INDIA
- **2010: Secondary School Certificate Govt. Higher Secondary School** Vellur, KANNUR, INDIA

Personal Details

Date of Birth: 16th October 1993

Languages Known: English, Hindi and Malayalam

Present Address: Abu Dhabi - U.A.E

Permanent Address: Kannur, Kerala