



BRILLA LOUIS

ACCA Qualified | B.com Graduate

📍 Dubai, UAE

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✉️ brillalouis@gmail.com

SKILLS

Tally ERP9

QuickBooks

MS Office

Accounting & Bookkeeping

Financial Reporting

UAE VAT

UAE Corporate Tax

Client Relations

Communication

Adaptability & Rapid learning

Critical Thinking

Active listening

Time Management

Analytical

Problem Solving

PERSONAL INFORMATION

Visa Status: Visit Visa

Visa Expiry: 8th March 2024

DOB: 19 June 2001

Nationality: Indian

PROFILE

Detail-oriented and highly motivated ACCA Affiliate and BCom graduate with 1 year and 8 months of hands-on experience in accounting. Proficient in fundamental accounting principles and practices, with a strong foundation in bookkeeping, reconciliations, and data entry. Skilled in utilizing accounting software and committed to maintaining accurate financial records. Possesses excellent organizational and time-management abilities. Eager to contribute and expand my skills in a collaborative and growth-oriented accounting environment.

WORK EXPERIENCE

ACCOUNTANT

Tomichan & Associates, Chartered Accountants | Kerala, India

December 2021 – August 2023

- Operated Tally ERP9 to record and process accounting data.
- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Analyzed financial data to identify discrepancies or trends.
- Maintained strong and trusted connections with clients, service providers, and team members, utilizing effective communication techniques including phone calls and email for providing financial advisory services.
- Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes.
- Coordinated with external auditors during the annual audit process by providing requested documents and responding to inquiries in a timely manner.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.

EDUCATIONAL QUALIFICATION

ACCA Affiliate

Association of Chartered Certified Accountants | United Kingdom

December 2023

Bachelor of Commerce

Indira Gandhi National Open University | New Delhi, India
June 2023