

CURRICULUM VITAE



Mrs. RAJALAKSHMI.M. PILLAI

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- Seeking to attain a challenging position, where a strong sense of responsibility and positive attitude will be useful and desirable and to steadily move up the professional ladder by contributing significantly to the organization while continuing my learning process.

Academic Credentials

- **Master of commerce** from **Mumbai University.**
- **Bachelor of commerce** from **V.K. Krishna Menon College of Commerce.**

Professional Experience

➤ **Company Name : Oma Emirates General Trading .Co . LLC, Sharjah, UAE**

Period : September 2017 - to June 2024

Job Title : Accountant

Responsibilities

- Making entries for purchases, payments, journals into Sage 50 accounting software.
- Preparing outstanding payments after follow-ups and proper reconciliation for the vendors.
- Preparing Bank TT's, Online transfers, follow-ups with Bank in personal and via mails for Bank requirements.
- Monthly Bank reconciliations for all the Bank accounts, weekly reconciliation for vendors.
- Preparing of Daily flash reports, collection reports and other MIS reports .
- Verification of salaries, preparing salary vouchers and entries into books of accounts.
- Maintaining proper disbursement of petty cash and daily petty cash reconciliations.
- Assisting in books closing to finalization and preparing MIS reports on a monthly basis.
- Reconciliation of Parties/vendors books of accounts and regular follow ups of their outstanding along with their ledger balance confirmations.

➤ **Company Name : Strategic Designs, Mulund, Mumbai**

Period : August 2016 – July 2017

Job Title : Accountant

Responsibilities

- Compute taxes owed and prepare tax returns, ensuring compliance with payment.
- To maintain records of payment information.
- Computerization of Accounts of almost all types of business organization using Tally 9.0
- Making statutory payments and filing of corresponding returns like Service Tax Returns, Excise Returns, MVAT Returns, TDS Returns etc.
- Reconciliation of Books of accounts as per Bank Books.
- Reconciliation of Parties/vendors books of accounts and regular follow ups of their outstanding along with their ledger balance confirmations.
- Preparing of Tax Invoices through Tally ERP.
- Preparing of Purchase orders and Proforma Invoices through Microsoft Excel.
- Proper maintaining of Cash and fund flow expenses and preparing a monthly report of the same.

➤ **Company Name : Rashmi Fabricators Pvt. Ltd, Thane, Mumbai.**

Period : February 2012 - February 2016

Job Title : Accountant

Responsibilities:

- Preparing and analysing accounting records and assisting in preparation of financial statements and reports
- To maintain records of payment information.
- Preparation and Maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Date Cheque (PDC) Register, Receipt Register (RR), Payment Register (PR) etc.
- Computerization of Accounts of almost all types of business organization using 'Tally 7.2 & Tally 9.0
- Making statutory payments and filing of corresponding returns like Service Tax Returns, Excise Returns, MVAT Returns, TDS Returns etc.
- Preparing of Tax Invoices through Tally ERP 9
- Applying for C-Forms, H-Forms and sending it to the vendors and regular follow ups for the same from the vendors.
- Preparing of Purchase orders and Proforma Invoices through Microsoft Excel.
- Proper maintaining of Cash and fund flow expenses and preparing a monthly report of the same.

Technical Qualifications:

- Diploma in Financial Accounting with ERP 9
- Knowledge in MS Office

Personal Details

Date of Birth : 10th September 1990

Address : Al Soor Investment Building, Room. 304, Al Soor Area, Sharjah, UAE.

Marital status : Married

Languages Know : English, Hindi, Malayalam, Marathi

Visa status : Employment Visa

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Place:

Date:

Signature