



SILPA N P

ACCOUNTANT

PROFESSIONAL PROFILE

Seeking a dynamic accounting and administrative position to utilize proficiency in VAT, Corporate tax, Tally, and MS Office, ensuring accuracy, timeliness, and exceptional customer service.

EXPERIENCE

I Aims Associates auditors and accountant FZC, Sharjah, UAE

ACCOUNTS TRAINEE (Feb - July 2024)

- I Utilized corporate tax and VAT knowledge to optimize financial outcomes
- I Proficient in Tally and Zoho Books
- Gained experience in corporate tax, VAT, and accounting software
- Preparing Journal entry, Trial balance, P/L account and Financial Statement
- Salary and Gratuity preparation

Lakshmi Hospital, Kerala, India

ADMIN ASSISTANT (Sep 2019 - Sep 2020)

- Dedicated and results-driven customer service professional seeking a challenging role to utilize expertise in call management, data entry, and MS office
- Leveraging technical skills, attention to detail, and proficiency in document management to drive operational excellence and ensure accuracy and timeliness.
- Schedule appointments ,maintain calendars and coordinate meetings.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform bookkeeping
- Streamlined document dispatching processes, ensuring timely and accurate delivery of important materials.

ISRO, Kerala, India

TECHNICIAN APPRENTICE (Aug 2018 - Aug 2019)

- Dedicated and results-driven customer service professional seeking a challenging role toutilize expertise in call management, data entry, and MS office.
- Leveraging technical skills, attention to detail, and proficiency in document managementto drive operational excellence and ensure accuracy and timeliness.
- Schedule appointments ,maintain calendars and coordinate meetings.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform bookkeeping.
- Streamlined document dispatching processes, ensuring timely and accurate delivery of important materials.

EDUCATION

2021 - 2024 | **Bachelor of commerce**
IGNOU , Delhi

2021 | **Diploma in Computer Application**
G-Tech Institute, Kerala, India

2015 - 2018 | **Diploma in Commercial Practice**
Govt. Women's Polytechnic college, Kerala, India

CONTACT

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Abu Dhabi, UAE

PERSONAL DETAILS

Nationality : Indian

Date of Birth : 20-03-1998

Marital Status : Married

Visa Status : Spouse Visa

TECHNICAL SKILLS

- MS Office
- Tally
- ERP
- Shorthand
- VAT
- ZOHO
- Corporate Tax

LANGUAGE

Malayalam ●●●●●●●●

English ●●●●●●●●

Hindi ●●●●●●●●