

Rinu Elsa Reji

Accountant



Personal Info

Email

rinureji97@gmail.com

Phone

050 751 7110

Location

Dubai, UAE

Date of birth

10-Nov-1997

Marital status

Married

LinkedIn

<https://www.linkedin.com/in/rinu-elsa-reji-249111219>

Skills

- Good communication skill
- Teamwork
- Problem-solving skills
- Critical thinking
- Quick learner
- Hardworking & pleasing personality
- Computer knowledge (MS Word, PowerPoint, Excel)
- Software skills
 - Tally ERP
 - Winman CA ERP

About Me

Accessible, positive, self-motivated and reliable individual as **Article & Audit Assistant** with **4 years** of experience working with teams in busy environment. Organized and well-structured at work, and hardworking with a focus on driving self-satisfaction and expertise in finding solutions. A good communicator and team player.

Work Experience

Kinetic Go General Trading LLC | Junior Accountant

May 2023-Current

- Handling and recording day-to-day financial transactions in line with company policies and industry standards.
- Monthly bank account reconciliations to ensure financial accuracy.
- Provided support for VAT filing to ensure compliance.

Thajudeen & Associates | Audit Assistant

Jun'2022 – Sep'2022

- Assisting various Auditing & Accountant works.
- Preparations & finalization of accounts of client organizations.
- Online filing of returns – Income Tax and GST returns.

CA Sarun G & Associates | Article Assistant

Mar'2019 – Mar'2022

- Post and process journal entries to ensure all business transactions are recorded.
- Verification of purchase bill, cash payment vouchers.
- Bank debtors & creditors reconciliation.
- Processing & auditing of financial statements according to legal company accounting and financial guidelines.
- Assist in GST filing, tax audit, ROC filing of companies.

Education

Chartered Accountant (CA Inter) - Pursuing

Institute of Chartered Accountants of India

Master of Commerce

Indira Gandhi National Open University / 2022

Bachelor of Commerce

Finance University of Kerala / 2018

Higher Secondary Examination

Govt. Boys High School / 2015

Languages

English
Malayalam
Tamil