



# APARNA SANILKUMAR

Accounts Executive

## PROFILE

Emerging accounting professional with a background in corporate accounting who strives to contribute extensive experience to the betterment of a company and its clients.

## GET IN TOUCH WITH ME

Cell: 971 543112072

Email: aparnasanil08@gmail.com

**Visa status: Dependent visa**

## TECHNICAL SKILLS

- Tally
- MS Office
- Spreadsheet
- Word
- Typewriting

## WORK EXPERIENCE

### Accounts Executive

*Goyal V General Trading LLC | Sharjah, UAE  
SEP 2021 - OCT 2022*

*Distributors and wholesalers in Stationery and Books*

- Drafting Local Purchase Order, Quotation
- Taking comparison for the cost-effective purchasing options.
- Reconciling accounts payable and receivable.
- Passing journal entries for accounting transactions.
- Handling monthly quarterly closings and vat filing

### Accounts Assistant

*DDRC SRL Diagnostic Services | Kochi, India Jan  
2020 - Feb 2021*

*Leading blood test laboratory of India*

- Daily communications with branches and coordinating works
- Managing petty cash transactions
- Ensuring all payments are duly paid and voucher entries are passed
- Maintaining Asset records
- Managing company ledgers
- Working with spreadsheets
- Branch Reconciliations
- Preparing monthly MIS reports including Trial balance, P&L, Balance Sheet and cash flow

### Data Entry Operator

*Skeds Tech Pvt. Ltd | Kochi, India | Dec 2018 - Dec 2019*

The ability to manage and process data accurately Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies.

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## TRAINING

Attended three months training program in accounts assistants using TALLY (NCVT certified) at Kites software Pvt. Ltd. under NULM project (Govt. of India) from 15/10/2016 to 15/1/2017

## ACADEMIC QUALIFICATION

### BACHELORS OF COMMERCE

Madras University, graduated in 2018

### HIGHER SECONDARY

Kerala state board, Commerce, completed in 2015

## PROFESSIONAL QUALIFICATION

Pursuing CA Intermediate (Group 1)

