



ANSHIJA V

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LinkedIn - <http://www.linkedin.com/in/anshija-v-474761309> • Visa Status - **Husband Visa**

Accountant

Experienced Accountant with over 3 years of expertise in financial management, including preparing financial statements, managing payroll, and handling A/P and A/R. Skilled in month-end closing, tax compliance, and audit coordination. Proficient in Tally Prime and MS Office, with a focus on accuracy and efficiency. Currently pursuing CPA to further enhance my skills. Actively seeking employment opportunities in the UAE to contribute my expertise to a dynamic team.

Professional Experience

Arab Arch Building Contracting LLC, United Arab Emirates

Jun 2022 - Oct 2023

Accountant, Fujairah

- Maintain Chart of Accounts and prepared periodical Financial Statements such as Trial Balance, Income Statements, Balance Sheet & Cash Flow Statements
- Recording all the daily transactions and to maintain the required supporting documents.
- Maintain registers and reminders, PDC register, Office Supplies, prepaid or deferred income or expense register.
- Balances bank and subsidiary accounts by verifying, posting, and reconciling transactions, while resolving discrepancies.
- Manage month end closing activities including the preparation and review of adjustments and closing entries.
- Maintained records of A/P & A/R timely and periodically updated aging reports of debtors & creditors.
- Prepared the tax payable computation and submitted the tax on time.
- Handled job costing by tracking project expenses and ensuring accurate budgeting to control costs.
- Collaborated with team members to ensure the timely completion of assigned tasks.
- Coordinated and participated in annual audits conducted by external auditors, providing them with the information.
- Maintaining Fixed Asset register & process depreciation schedules.

CA Thoufeeq & Association, India

Feb 2021 - Feb 2022

Accountant, Kerala

- Posted journal entries with a focus on completeness and accuracy, ensuring an error-free financial record.
 - Analyzed Cash and Bank transactions, identifying discrepancies and proposing corrective actions.
 - Examined Petty Cash Book and Minutes, maintaining transparency in financial documentation
 - Contributed to tax return filings and computations, ensuring compliance with regulations.
 - Verified vouchers, bills, purchase orders, and invoices for accuracy and adherence to financial standards.
 - Assisted in Bank Reconciliation, Depreciation Schedules, and Stock Statements.
 - Recorded and classified financial transactions using tools such as MS Office, MS Excel, and Tally Prime.
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Education

American Institute of Certified Public Accountants, Currently Pursuing Certified Public Accountant

Calicut University, Kerala, India, Master in Commerce, Jun 2017 - May 2019

Calicut University, Kerala, India, Bachelor in Commerce, Jun 2013 - Apr 2016

Core Competencies

Finance Management Income Statement and Balance Sheet, A/R & A/P, Management, G/L Management, BRS

Analysis & Reporting Financial Analysis, MIS Reporting

Software Proficiency MS Word, MS Excel, Tally Prime

Soft Skills Communication, Collaboration, Analytical Skills, Leadership

Taxation & Compliance VAT Reporting, Corporate Tax Planning

Languages English, Hindi, Malayalam