



## SANGEETHA L R

### CONTACT INFORMATION

**Mobile:**

+971 (0) 522 039903

**Email:**

[sangeetharadhakrishnan009@gmail.com](mailto:sangeetharadhakrishnan009@gmail.com)

Address: Dubai, UAE

### OBJECTIVE

An Executive Level Position in Finance sector that will capitalize on acquired qualifications and expertise; where I can contribute to the organization to achieve its goals and objectives and can have the opportunity to advance my career level as well.

### PERSONAL INFORMATION

**Date of Birth:**

17th February 1992

**Nationality:** Indian

**Sex:** Female

**Marital Status:** Married

**Language Known:** English, Hindi, Malayalam

**Visa Status:** Husband Visa

## PROFESSIONAL WORK EXPERIENCE

### TAX ACCOUNTANT (Sreelal & Co. Kollam, Kerala, India) July 2019 to January 2023

- Furnish details of outward and inward supplies.
- Calculate tax payments.
- Prepare quarterly and annual reports.
- Estimate tax returns, deductibles, liabilities and expense documents.
- Collect data from income statements and expense documents.
- Complete clients tax documentation.
- Review data on reports and detect possible errors.
- Advise individuals and companies on tax strategies.
- Answer tax and finance related questions.
- Ensure compliance with government tax rules.
- Prepares the required analysis and documentations necessary for the annual tax return preparation.
- Sets up the necessary future tax planning for all companies.
- Manages all responsibilities of internal tax reporting that may be required, and coordinates with the Group Tax team to fulfill all the requirements.

### ❖ Assistant Professor 7<sup>th</sup> August 2014 to 30<sup>th</sup> September 2015

Gurudeva Institute of Management Studies,  
Kadakkal, Kollam, Kerala, India.



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## EDUCATIONAL QUALIFICATIONS

### **Master of Business Administration (MBA)**

HR & Finance, year 2014

**Kerala University**, Kerala, India

### **Bachelor of Science (Mathematics)**

year 2012

**Kerala University**, Kerala, India

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## REFERENCE

Available on request.

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## TECHNICAL SKILLS

- Tally ERP 9 & Tally Prime

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## KEY SKILLS

- Analytical thinking, planning
- Strong verbal and personal communication skills
- Accuracy and attention to details
- Organization and prioritization skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.