

RISHANA BASHEER.T

Female Accountant with Real Time Experience

OBJECTIVE

To secure employment with a reputed company, where I can input all my accounting knowledge and skills for the output of the company as well as for my personal development.

WORK EXPERIENCE

Accountant Associate

- IIA International (May 2023 - May 2024)
Thrissur, Kerala

PROFESSIONAL SUMMARY

- Recording of different vouchers, setting up chart of accounts and general ledgers.
- Document supporting and source data of financial transactions including quotations, invoices and delivery notes by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, cash flow statement and other reports.
- Managing and Reconciliation of accounts payables, receivables, banks, owner's current a/c and related party accounts.
- Handling employee payroll and benefits including PF, ESI, PT, Gratuity etc (India) / WPS, end of service benefit, gratuity, leave salary etc (GCC)
- Adhere to statutory compliances regarding GST, TDS including timely filing of returns. / Adhere to statutory compliances with regard to GCC VAT including managing the timely filing of returns
- Assist the senior management in budgeting and forecasting planning and execution.
- Manage month-end and year-end closing procedures including adjustment entries.
- Account accruals, deferrals, prepayments and provisions including calculation and recording of bad debts.
- Inventory management including maintenance of registers and timely records of stock in and out.



CONTACT

- +91 9074941181
- rishanabasheert@gmail.com
- linkedin.com/in/rishanabasheert
- Kerala, India

KEY HIGHLIGHTS

- Record-to-Report (R2R)
- Order-to-Cash (O2C)
- Procure-to-Pay (P2P)
- Reconciliation of Accounts
- Payroll & Employee benefits
- Receivables & Payables
- Closing procedures
- Financial Statements& MIS Report
- Documentation & Filing
- ERP Software management
- GST, TDS & Filing
- VAT & Returns filing
- Business correspondence

LANGUAGES

- Malayalam (Native)
- English (Fluent)
- Hindi (Proficient)
- Arabic (Beginner)

- Summaries the financial data and prepare consolidated statements and MIS reports.
- Calculate, prepare and post entries pertaining to amortization of Fictitious assets.
- Carry out the business correspondence of the company in the form of emails, letters, memos efficiently.
- Contributes to team effort by accomplishing related results as needed.

ACADEMIC QUALIFICATION

- Bachelor of Commerce (Finance), Calicut University, 2018-2021

CERTIFICATIONS

- Certification in Masters in Business Accounting, Taxation – Institute of International Accountants, 2023
- Certified in Finance & Controlling in SAP S/4 HANA- Institute of International Accountants, 2023

ADDITIONAL SKILLS

- Resilience
- Time management
- Accuracy
- Adaptability
- Quick learner
- Self-Confidence

TECHNICAL SKILLS

- SAP FICO
- Tally Prime
- MS Excel
- MS Office
- MYOB
- QuickBooks
- Peachtree
- Confident to do any Accounting Software

PERSONAL PROFILE

Date of Birth	: 18th January, 2001
Nationality	: Indian
Marital Status	: Married
Availability to Join	: Immediately

REFERENCES

References will be provided on demand