DEVIKA ANILRAJ

A C C O U N T S   A N D
A D M I N I S T R A T I O N

CONTACT DETAILS

📱 **0588867640**

✉ **devikaanilraj14@gmail.com**

◎ **Sharjah,UAE**

PERSONAL SUMMARY

To work with maximum potential in a challenging and dynamic environment with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth

CORE SKILLS

• Highly motivated and eager to learn new things.
• Flexibility and adaptability to work in any environment.
• Excellent communication skills in written and verbal.
• Ability to work as individual and in group.
• Ability to handle administrative functions.
• Ability to handle Billing, Cash & Bank Transactions independently
• Good in Public Relation and handling Customer Services
• Good Knowledge of MS Word, MS Excel, Tally ERP 9

WORK HISTORY

Accountant

Star Private School, Sharjah | 04/ 2022 – 09/2023

- Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the Directors, Headteacher and the Finance Committee
- Keep all school accounts and prepare income and expenditure reports.
- Assist in the preparation for the annual audit, liaising with all parties involved.
- Maintain and oversee all bank accounts including the school's debit card/s, completing monthly reconciliations and reporting banking errors.
- Responsible for all elements of cash handling including collections and disbursements, banking, and security.
- Monitor the payment of salaries by the school's payroll provider.
- Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.

Accounts Executive

Ess Ess Marketing, Kochi(All Kerala Nike Distributers) | 05/2018 - 11/2021
Software Used: TALLY ERP 9 / MS WORD /MS EXCEL / PPT

- Analyze financial information and prepare balance sheets.
- Preparing Vouchers, Challans, Quotations & Bills
- Coordinate with management and staff to prepare budgets.
- Maintaining and keeping records of account books and petty cash
- Resolve account payable and receivable issues or queries.
- Accurately perform daily reconciliations of cash, check and credit card transactions, and tally and file invoices
- Handle relevant bank transactions.
- Assist in financial and tax audits, and general ledger preparation.
- Develop monthly financial statements that include cash flow, profit and loss statements, and balance sheets.
- Complete end of month closing procedures.
- Customer Account Reconciliation, Credit Notes Processing

- Very good knowledge in Software Testing and Practices
- Proficient in writing Test Cases
- Basic knowledge in Android and IOS testing

PERSONAL PROFILE

Date of birth   : 14.08.1993
Marital status   : Married
Nationality   : Indian
Languages Known : English, Malayalam, Tamil, Hindi

PASSPORT DETAILS

Passport No:V4208519
Date of Issue: 17/11/2021
Date of Expiry: 16/11/2031
Place of Issue: Ernakulam

VISA STATUS

Dependent Visa

Accounts Executive

**Pavizham Jewellery, Kodungallur |
09/2016 - 03/2018
Software Used: TALLY ERP 9**

- Analyze and reconcile bank statements and general ledgers.
- Follow up for issues related to refund & payments.
- Giving Outstanding Statements Weekly.
- Bank Coordination & preparing cheque for vendors.
- Preparing Vouchers, Challans, Quotations & Bills
- Knowledge of accounting software's such as Tally
- Knowledge of Data entry activities
- Knowledge of Microsoft Excel & PowerPoint.
- Petty Cash Handling

ACADEMIC HISTORY

S.N.M.I.M.T / Ernakulam

B.Tech (ECE) | 2011 - 2015

PERSONAL PROJECTS

MULTIMODAL MEDICAL IMAGE FUSION IN NSCT DOMAIN

Based on digital image processing · Software developed in MAT lab that produces asingle fused scanning image from multimodal scanned images

RF REMOTE CONTROLLED OFFICE BOY

An AVR based project which is capable of transferring files and other matters from one table to another. Each table in the office is assigned with a remote. · The robot can decode the data transmitted by these remote and can identify to which table it needs to move

DECLARATION

I do hereby declare that all the details mentioned above are correct to the best of my knowledge and confidence.

Devika Anilraj