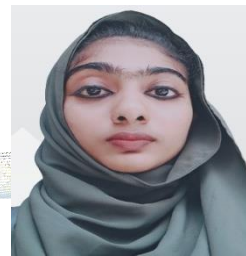


SHAMLA.P.M

Mobile 0505300161

Email - shamlapmusthafa@gmail.com



Academic Qualifications

**M.Com
with Finance from
Annamalai University,
India – 2018**

**B.Com
with Finance
from Calicut University,
India - 2011**

Certification

- Completed 100 hours of compulsory computer training specified by ICAI
- Orientation Program specified by ICAI
- GMCS specified by ICAI

Nationality
Indian

Languages

English,
Malayalam

Personal Profile

A dynamic and self-motivated professional with 7 years of experience in the field of Auditing and Accounting. Highly adept at preparing & maintaining books of accounts as well as preparing reports & documents related with Auditing, GST, VAT, and TDS, exhibits expert level familiarity in working with Accounting Software like Tally ERP 9 and Genius Software. Highly skilled at handling accounting works & data management and also has experience in handling E commerce Transactions.

Skills

- Statutory & Internal Auditing
- Bank Audits
- Account & Finance Management
- Tally Software Proficiency
- Tax Computation & Submission
- GST & VAT Filing
- TDS, Service Tax Knowledge
- E commerce Operations

Work Experience

SENIOR ACCOUNTANT

REVENSA ENTERPRISES (E COMMERCE) (Jun 2021 To Feb 2022)

- Generate financial reports and statements to Managers for review
- Ensure reconciliation of Transactions of e-commerce platforms
- Accounting of import Purchase details & Creation of E-way Bill
- Bank Reconciliation & Related Works.
- Monitor month end reports, schedule, payments and receipts
- Create and monitor an effective internal audit system.
- Return Management

SENIOR ACCOUNTANT

HARDOLL ENTERPRISES LLP (E COMMERCE) (Nov 2018 To Jun 2021)

- Lead, manage and monitor accounting functions
- Develop, generate and manage timely accounting reports
- Ensure reconciliation of Transactions of e-commerce platforms
- Monitor and manage the month end accounting process

- Maintain, update and monitor inventory records
- Ensure compliance of all accounting processes to that of the organization's goals

ACCOUNTANT

EMKE COLLECTIONS TEXTILES & GARMENTS (TEXTILE INDUSTRY) (Nov -2017 To July 2018)

- Managing work in the Tally ERP software & Vastra Software
- GST calculation & Filing
- TDS & TCS Calculation
- Bank operations & Reconciliation
- Follow up of payments
- Preparing monthly payment reports
- Perform book keeping. General ledger functions
- Executive data entry operations

AUDIT ASSISTANT

CHEERAN VERGHESE & COMPANY (TAX CONSULTANTS & AUDITING) (Aug 2014 To Aug 2017)

- Statutory, Internal & Bank Audit
- Preparation of Audit Reports
- E-filing of returns
- Service Tax, Income tax, Vat
- Preparing of Financial Statements
- Managing work in the Genius software

Computer Skills

- TALLY
- VASTRA
- GENIUS
- MS Excel
- MS Word

Abilities and Area of Strength

Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge

Personal Details

Date of birth	:	24-11-1990
Marital Status	:	Single
Contact No	:	0505300161
Place	:	Dubai / UAE