



Pooja V

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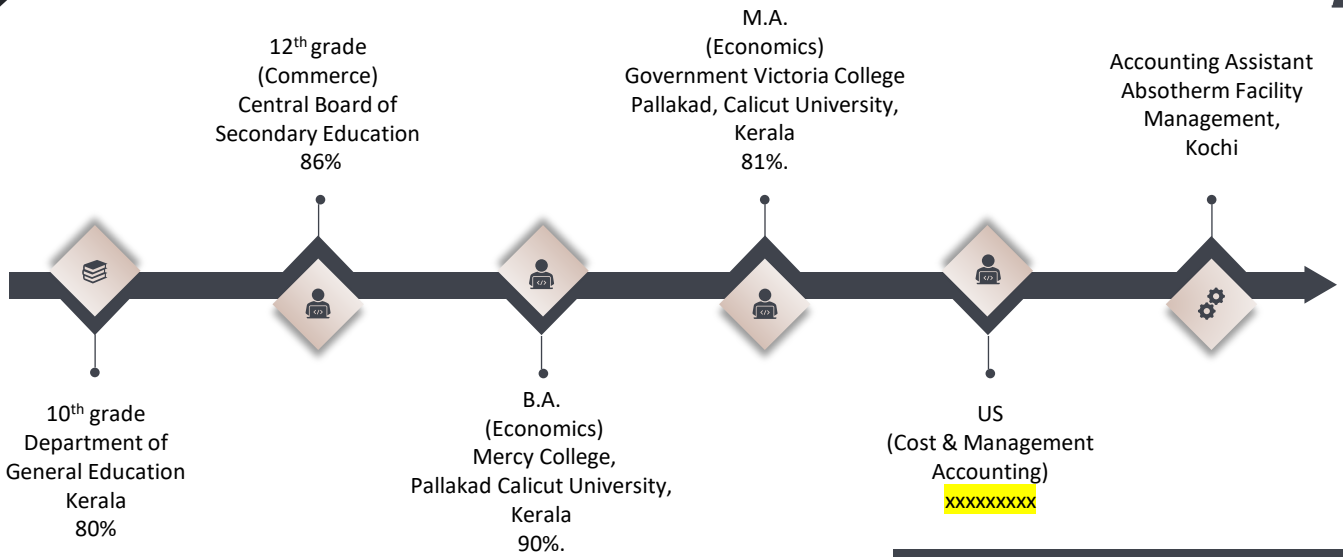
Dubai



A highly skilled and motivated graduate with a Masters in Commerce aspires to secure a full time position in a dynamic and progressive organization that offers a challenging environment to leverage her knowledge and ideas in this field. Ability to meet deadlines, result - oriented, confident, teambuilding, ability to absorb and master concepts quickly, good planning, organizing and monitoring skills. Possess good communication skills with a multilingual proficiency in English, Hindi, Tamil and Malayalam. She is a strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.

She has strong knowledge of sales and negotiation techniques, data analysis techniques, costing techniques, statistical and economical analysis, tax planning and auditing, forecasting techniques, planning, critical thinking and evaluation abilities. Using her communication skills, smart working ability, fresh thoughts and assertive behavior she will be an asset to any organization and contribute substantially to its development.

Academics and Career Timeline



Capability

- Preparing asset, liability, and capital account entries by compiling and analyzing account information.
- Documenting financial transactions by entering account information.
- Recommending financial actions by analyzing accounting options.
- Summarizing financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- Substantiating financial transactions by auditing documents.
- Maintaining accounting controls by preparing and recommending policies and procedures.
- Securing financial information by completing database backups.
- Planning and organizational skills.
- Critical thinking and evaluation abilities.

Languages Known

English | Hindi | Malayalam | Tamil

Personal Details

Date of Birth: 03.03.1995 | Nationality : Indian | Marital status : Married.



Core Competencies



- Cost Accounting Techniques
- Data Analysis
- Internal and External Auditing
- Performance Management
- Mergers and Acquisitions
- Risk Management
- Regulatory Compliances
- Statistical & Econometric Analysis
- Forecasting Techniques
- Proficient in Microsoft Office
- Accounting Software

Work Experience



Absotherm Facility Management, Kochi | Accounting Assistant | 1 year

During her tenure she was responsible for:

- Analyzing accounting statistics and prepared financial reports.
- Consolidating accounts payables, accounts receivables and payrolls.
- Generating budgets / forecasts for the management team.
- Managing and recorded company expenses.
- Preparing annual company accounts and reports.
- Maintaining files and computerized accounting databases.
- Demonstrating leadership initiative by working closely with senior management.
- Handling cash and invoices.
- Processing and recording transactions.
- Managing client and supplier accounts.
- Daily bookkeeping and accounting processes including: A / R, payroll, bank reconciliation.
- Preparing monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant - specific financial reports and also preparing and submitting weekly / monthly reports.
- Updating accounts receivable and issued invoices.
- Updating accounts payable and performed reconciliations.
- Updating financial data in databases to ensure that information will be accurate and immediately available when needed.
- Fielding communications with clients and vendors.

Skills Portfolio



- Cost Accounting
- Data Analysis
- Internal and External Audits
- Performance Management
- Mergers and Acquisitions
- Risk Management
- Regulatory Compliances
- Report Generation
- Forecasting
- Tax planning
- Sales and Negotiations
- Documentation
- Presentation
- Multi - tasking
- Detail oriented
- Microsoft Office
- Hands - on & Theoretical
- Knowledge
- Creative Thinking & Problem Solving
- Strategic planning
- Leadership
- Interpersonal Skills.