

BAISHMA B

ACCOUNTING PROFESSIONAL – M B A (IBF), ACCA



0521657975



Baishma9494@gmail.com



Bur Dubai, Dubai

CORE COMPETENCIES

Hardworking
Positive attitude, enthusiasm and
Passion for learning
Ability to apply discipline,
knowledge and concepts
Excellent attention to detail
Dedicated performer
Critical and analytical thinking

PERSONAL INFORMATION

Date of Birth :21/08/1994
Marital Status : Married
Nationality : Indian
Visa Status : Visit Visa
Preferred work location : Dubai

LANGUAGES

English
Malayalam
Hindi
Tamil

ABOUT ME

Dedicated Commercial Accountant with three years of experience in Accounting & Finance. I am seeking a challenging position to build out best accounting practices and a competitive advantage within the organization and to use my skills & knowledge to contribute towards the growth of the company

WORK EXPERIENCE

COMMERCIAL ACCOUNTANT

- ✓ **Worked as a Commercial Accountant in GST division for two years Nov 2018 - Dec 2020 in Anil Associates, Kasaragod**
 - Responsible for the efficient running of the organization's accounts Including everyday duties such as general entries, balance sheets, ledgers, tax returns, reporting, budget & forecasting
 - Keeping account books and systems up to date
 - Ensure all the expenses are posted with keeping in mind accounting matching principle
 - Analyzing financial information and preparing financial transaction Reports
 - Completing tasks & reporting within financial deadlines

ACCOUNTANT

- ✓ **Worked as an Accountant in K Eco Finance Pvt Ltd from Jan 2021 to Oct 2021, Kasaragod**
 - Gather and monitor financial data
 - Prepare monthly, quarterly and annual statements (balance sheets & income statements)
 - Manage tax payments
 - Completing tasks & reporting within financial deadlines

ACADEMIC QUALIFICATION

Master of Business Administration (MBA)

Indian School of Commerce, Cochin

2016-2018

University of West of Scotland

Specialization: International Business & Finance

Bachelor of Commerce (BCOM)

Greenwood Arts & Science College, Kasaragod 2013-2016

Kannur University

Association of Chartered Certified Accountants (ACCA)

ADDITIONAL QUALIFICATION

Professional Diploma in Indian & Foreign Accounting

Shankaracharya Accounts Management and Banking Allied Training
(SAMBAT) Manual & Practical Accounting & Tax

- Tally
- Peachtree
- QuickBooks
- Tradeasy

Microsoft Office Applications

- MS Word
- MS Excel
- Powerpoint

ACHIEVEMENTS / AWARDS

Participated in the National Seminar on “IMPACT OF GST ON TRADE & Industry”

Held on 22nd October 2016, Marian College Kuttikkanam, Kottayam

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