

## GET IN TOUCH



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## LINDA RIJO

**CA** Semi qualified Finance professional offering **9+ years** of commendable experience in handling **Accounting, Auditing & Taxation in UAE and India**. Highly organized and skilled at accounting procedures and audit functions to ensure compliance and extensive knowledge of accounting procedures and federal regulations.

## WORK EXPERIENCE

### NATURAL STONE TR LLC, SHARJAH

Accountant | March 2023 – Oct 2023

### STEVES FZE, SHARJAH

Accountant | Feb 2020 – September 2022

- Record and maintain accurate financial transactions in the accounting system.
- Submission of periodic financial statements and MIS Reports.
- Support cash flow management by preparing cash flow statements, tracking receivables, and ensure timely payments to suppliers.
- Monthly reconciliation of bank and submission of petty cash statement.
- Ensure timely preparation and filing of VAT report & process payment
- Review Invoices, Update statement of account of customers and send the aging analysis to accounts receivables for payment follow up.
- Preparation of LC documents, transfer requests and other required request letters to bank.
- Verify LPO, supplier invoice, import documents and prepare payments.
- Prepare Journal entries, posting accruals and closing of accounts.
- Oversee monthly payroll by calculating pay and deduction.
- Calculation of gratuity, leave salary for final settlement.
- Collaborate with the management and other department for the cost control and decision making.
- Conduct internal audit and assist in external audit to ensure adherence to financial policies and procedures.

### KAID AUDITING, SHARJAH

Auditor | May 2017 – Aug 2019

- Preparation and submission of financial statements and projected financial statements according to IFRS and Statutory Requirements.
- Preparation of consolidated financial statement of group companies and intercompany reconciliations.
- Auditing of financial transactions and documents.
- Conduct the financial audit, VAT audit and stock audits.
- VAT Registration and VAT return filing of various companies.
- Proper documentation and filing of audit findings for future reference.

### UNNIKRISHNAN & CO, INDIA

Audit Assistant | Sep 2011 – Dec 2015

- Conduct independently various types of audits – Statutory audit, Tax audit, Concurrent audit of banks and financial institutions.
- Prepare balance sheet, Profit and loss account, accompanying schedules of different companies as per GAAP.
- Filing of Income tax return & GST return.

## CORE STRENGTH

- Financial Reporting
- Finalization of Accounts
- VAT Registration & Filing
- Bank reconciliation
- Team work
- Meet deadlines/schedules
- Multi Tasking
- Keen to learn

## KEY SKILLS

- Tally Prime, Erp9, Zoho Books
- Advance Excel

## EDUCATION

### CA (Intermediate)

ICAI Chapter India, 2012

### MBA (Finance)

Bharathiar university , 2014

### B.Com (Finance)

Calicut university, 2009

## TRAINING ATTENDED

UAE VAT Awareness programme & Webinars for Corporate Tax

Information technology training program conducted by ICAI

## PERSONAL INFO

Nationality : Indian

Visa Status : Spouse Visa

Expiry Date : 16/07/25

## LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil