

CURRICULUM VITAE

AMRUTHA.V

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Visa Status : Husband Visa

Job Applying for : Accountant



CAREER OBJECTIVE

To chart out a career in finance taking full advantage of my specialization in finance and to work with my full efficiency and integrity in long term association with the organization.

PROFESSIONAL EXPERIENCE

Tax Practitioner

Sandeep Tax Consultants (09-11-2019 to 24-12-2020)

Responsibilities

- Filing of IT return of individual
- E-filing of V.A.T
- Making online payment of TAX
- Consulting client.
- Doing Upload purchase and sale entry non daily basis.
- Preparation of documents for reference.

EDUCATIONAL QUALIFICATIONS

- **MBA in Finance and Human Resource.**
(Malik Dinar Institute of Management Studies 2016-2018)
- **Professional Diploma in Indian, Foreign & SAP Accounting with FICO**
(G-TEC Computer Education)
- **Bachelor of Business Administration**
(Peoples Co-operative Arts & Science College 2013-2016)
- **Higher Secondary**
(G.H.S.S Paravanadukkam, Commerce, 2013)

COURSE CERTIFICATION

- TallyACE
- SAP Overview.
- Diploma in Indian & Foreign Accounting.

COMPUTER EXPOSURE:

- **Operating System** : Windows XP, Windows 7
- **Application software:** Tally ERP, PeachTree, Quickbook, MS Word, MS Excel.

PERSONAL PARTICULARS:

Nationality : Indian
Passport No : U5133712
Date of Birth : 17/07/1995
Marital Status : Married
Languages Known : English, Hindi, Malayalam

DECLARATION

I do hereby declare that the above information stated by me are true & correct to the best of my knowledge and belief.

Place : **Dubai**

Date :

Amrutha.v