

CURRICULAM VITAE

Dhanya Prasad Chakooth

M.B.A *Finance*

M.com *Finance*

Abu Dhabi – U.A.E

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Career Objective

To associate with progressive organization that gives me scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards the growth of organization and gains satisfaction.

Academic Qualifications

- **MBA (*FINANCE*)** – from Bharathiyar University (2017-2019)
- **Master Degree in Commerce** – from Calicut University , India (2003-2005)
- **Bachelor Degree in Commerce** - from Calicut University, India (2000 - 2003).

Computer Skills

- **Accounting Packages** : **SAP FI, R3 Module,**
Tally 6.3, Tally 7.2, Tally ERP 9 with VAT,
Peach Tree
- **Languages** : C, C++, VB, HTML
- **Other Packages** : Diploma in Computer Software Technology
MS - Office (Word, Excel, PowerPoint,
MS Access, Front page etc.),
OpenOffice.org 1.1.0 & Adobe Photoshop CS2

CURRICULAM VITAE

Personal Attributes

- High degree of grasping Power.
- Problem Solving and Organizational Skills.
- Ability to motivate and inspire confidence in the team.
- Hardworking and dedicated to the companies objectives

Career History

Worked as an Accountant in GIBCA Petroleum Services Company L.L.C (Temporary Post)

From Oct 2019 – February 2020

Worked as an Assistant Accountant in ATCO, Abu Dhabi – UAE

From April 2013-June 2015

Worked as an Accountant in SOFTECH INFO SYSTEMS, Kerala – SOUTH INDIA

From Nov 2005-Dec 2008

Major responsibilities include:

- Maintain book of accounts in computerized environment.
- Verify the whole range of Accounts Payable and Receivable.
- Maintenance of various registers like Purchase register, Sales register, Journal register Debit note & Credit note registers.
- Preparation of books of Accounts which are necessary to draw Trial Balance, Trading & Profit and Loss Account, Balance Sheet and Cash Flow Statements.
- Prepare and submit various reports to the Management.
- Follow up with customers for payments
- Preparation and submission of VAT returns.

CURRICULAM VITAE

- Arrange meetings with Clients and prepare minutes of the meeting
- Updating paperwork, maintaining documents and word processing.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Creating, maintaining and entering all required information into databases.

Personal Profile

Date of Birth	27 th May, 1983
Gender	Female
Marital Status	Married
Nationality	Indian
Languages Known	English, Hindi, Malayalam & Tamil
Driving License	Four and Two Wheeler (India)
Visa Status	Husband's Visa

Declaration

I hereby declare that the information given above is true to my knowledge.

Place: Abu Dhabi

Date:17.06.2021

Dhanya Prasad Chakooth