



CONTACT

+971 58 612 4690

monika.achhada1995@gmail.com

Dubai-U.A.E

SKILLS

- Book-keeping
- Proficient in accounting, taxation software & Microsoft office
- Deadline-oriented
- Good communication skills
- Hardworking
- Believe in Discipline
- Ability to work under pressure
- Time management

PERSONAL DATA

Date of Birth : 02/05/1995
Nationality : Indian
Gender : Female
Marital Status: Married
Passport no :
Expiry Date :
Visa Status : Spouse Visa

LANGUAGES

- English
- Hindi
- Gujarati
- Sindhi

MONIKA ACHHADA

(Accountant cum Operation Executive)

CAREER OBJECTIVE:

Detail-oriented and highly analytical accounting professional with experience in financial reporting, budgeting, and tax preparation. Adept at utilizing advanced accounting software and methodologies to streamline processes and enhance accuracy. Committed to upholding the highest standards of financial integrity and supporting organizational growth through diligent and precise financial management.

WORK HISTORY

1. Worked as **Operations Cum Accountant** at **KPT Star Transport LLC** in Dubai, UAE from April 2023 to Oct 2024.
2. Worked as **Accountant** at **Advance Movers Transport LLC** in Dubai, UAE from Oct 2019 to Dec 2022.
3. Worked as **Account Assistant** at **Hare Krishna Dealers PVT LTD** in Mumbai, India from May 2017 to Dec 2018
4. Worked as **Account Assistant** at **Ajit Makhijani & Co** in Mumbai, India from Jan 2015 to Apr 2017.
5. Worked as **Junior Accountant** at **Bhawani Liquor Group** in Mumbai, India from June 2013 to Dec 2014.

Duties & Responsibilities

- Complying with all company, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

EDUCATION

- **B.COM (Ecommerce)** from **Mumbai University, India-2015**
- **M.COM (Ecommerce)** from **Mumbai University, India-2018**

COMPUTER SKILLS

Tally Erp9, Prime
Busy

MS Office
DP World / Dubai Trade

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai – U.A.E

MONIKA ACHHADA