



# RUTHIKA THORAT

📍 Dubai, UAE | 📞 +971 50 719 5834  
✉️ ruthika1433@gmail.com | 🌐 ruthika619.github.io | [in http://bit.ly/40ydVCz](http://bit.ly/40ydVCz)

---

## 📁 Professional Summary

Detail-oriented accounting professional and ACCA aspirant with hands-on experience in bookkeeping, financial accounting, and UAE VAT compliance. Skilled in Excel, Power BI, QuickBooks, and Tally ERP9 to manage accounts, reconcile bank statements, and generate accurate financial reports. Experienced in month-end reporting, accounting simulations, and data-driven financial analysis. Actively preparing for ACCA exams and eager to contribute to a Junior Accountant or Finance Assistant role.

---

## 📋 Key Skills

- Double-entry Bookkeeping
  - VAT Accounting (UAE) & Month-End Closings
  - Bank Reconciliation
  - Ledger Maintenance
  - Journal Entries
  - Financial Reporting
  - Data Analysis for Finance
  - Client Communication & Documentation
- 

## 💻 Tools & Software

- QuickBooks | Tally ERP9 | Power BI (Cash Flow & Profit Dashboards) | Microsoft Excel (PivotTables, VLOOKUP, Conditional Formatting) | Google Sheets | MS Word / PowerPoint
- 

## 🏢 Experience

### 1.Accounting & Finance Upskilling Phase – Dubai, UAE | Sept 2024 – Present

- Completed multiple accounting simulations, handling 1000+ entries across sales, expenses, payroll, and purchases.
- Built and managed a mock accounting system in Excel, QuickBooks, and Tally ERP9.
- Prepared complete financial statements: Trial Balance, Income Statement, Balance Sheet, and Cash Flow.
- Applied UAE VAT rules, payroll regulations, and monthly closing procedures.
- Designed dashboards and published work samples on portfolio: [🌐 ruthika619.github.io](https://ruthika619.github.io)
- Actively preparing for ACCA Foundation-level exams.

### 2.Senior Sales Officer – Banking Products – Mumbai, India | Sept 2023 – Feb 2024

---

## 📁 Projects

### 1.Gulflink Trading & Logistics LLC Accounting Simulation – Excel, QuickBooks, Power BI | 2025

- Simulated a UAE-based trading and logistics company with 1000+ entries for sales, purchases, payroll, and expenses.
- Processed journal entries, reconciled bank statements, and applied VAT-compliant invoicing.
- Prepared Trial Balance, Income Statement, Balance Sheet, and Cash Flow Statement.
- Created Power BI dashboards to visualize income, cash flow, and category-wise spending trends.

## 2.Cyclistic Case Study – Excel | 2025

- Analyzed 5M+ bike ride records to identify patterns in rider behavior by user type and ride duration.
- Applied advanced Excel functions, pivot tables, and charts to provide actionable insights.

## 3.Bank Marketing Analysis – Excel | 2024

- Examined 45,000+ bank customer records to determine drivers of successful marketing campaigns.
- Leveraged pivot tables and visualizations to summarize trends and support recommendations.

---

## Education

- Postgraduate Diploma in Banking & Finance – Institute of Finance, Banking & Insurance, New Delhi, 2023
- B.Sc. (Hons) Agriculture – Dr. BSKKV University, Maharashtra, 2023

---

## Certifications

- **Google Data Analytics Professional Certificate – Coursera**
- **Fundamentals of Accounting – Alison**
- **UAE VAT Basic to Advance – AccounTech Training and Solutions (Udemy)**
- **QuickBooks Basic to Advance with VAT – AccounTech Training and Solutions (Udemy)**
- **Tally ERP with VAT**

---

## Additional Details

- **Languages:** English (Fluent), Hindi, Marathi
- **Work Preference:** Onsite /Remote / Online Bookkeeping / Freelance/Full time
- **Availability:** Immediate
- **Typing Speed:** 45+ WPM | Excellent documentation and reporting skills