



Arathi R Pai

**SENIOR
ACCOUNTANT**

Details

Koottungal House,
CMC 29 Cherthala,
Alappuzha, 688524, India
9744511003
arathirajeshpai@gmail.com

DATE OF BIRTH

26/06/1995

NATIONALITY

Indian

Skills

Fast Learner

Ability to Work in a
Team

Time Management
Skills

Interpersonal
Communication Skills

Knowledge of MS
Office

Tally Prime

QuickBooks

MS excel

**Passport Number:
R7336689**

Profile

Highly trained and experienced accounting professionally skilled at keeping records current, accurate and compliant. Diligent and detail-oriented team player spots and corrects issues quickly to minimize impacts. Proficient in preparing budgets, updating journal entries, and administering payroll. Devoted to keeping accounts current with timely and accurate updates. Expert in QuickBooks Online

Employment History

Senior Accountant at Finprov Learning Private Limited, Ernakulam Kerala

JANUARY 2021 — PRESENT

- Generated quarterly financial reports to detail company revenues and expenses.
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
- Guided annual budget development and financial forecasting to achieve desired outcomes.
- Checked submitted staff timesheets for accuracy, recording verified data precisely and promptly.
- Recorded staff holiday requests, ensuring correlation with submitted timesheets covering break periods.
- Collaborated with HR to effectively manage absence reporting, updating staff payments accordingly.
- Supported end-to-end payroll for high-volume headcounts, processing accurately and efficiently.
- Deputized for payroll management as required, ensuring efficient, effective time sheet processing and payment operations
- Assisted with adjustments to payroll deductions and employee tax information.
- Prepared quarterly profit and loss reports to analyse trends and project future changes.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.
- Preparation of monthly GST and TDS filings

Education

**BCOM Graduate, Mahatma Gandhi University,
Kerala, Kottayam**

MAY 2018

Hobbies

Reading Gardening
Cooking Listening to
Music Crafting

Languages

English

Malayalam

Hindi

Tamil

Konkani

Internships

**Intern at Finprov Learning Private Limited,
Ernakulam**

AUGUST 2020 — DECEMBER 2020

Achievements

Star Of The Quarter,

Have been selected as the Start of the Quarter for excellence in
Work and Accurate accomplishment of OKR for the Quarter

Declaration

I hereby declare that all the details provided above are true to the
best of my knowledge.

Place: Cochin
Date: 14/03/2023

Yours sincerely,



Arathi R Pai