



**NINCY DEVASSY**  
**Sharjah – UAE**  
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## PROFESSIONAL SUMMARY

A young, enthusiastic, and flexible accountant with 6 years of experience in bookkeeping, ledger processes, accounts payables and receivables, preparing financial reports, and UAE VAT filing. Holding a valid UAE Driving License.

## EXPERIENCE CURVE

### **Accountant – Al Egaby General Trading L.L.C. Sharjah – U.A.E.**

*(Since April 2022)*

- Preparing VAT reports and filing them.
- Book keeping and preparation of financial statements and reports.
- Reconciliation of Bank and Ledgers.
- Preparing and processing WPS.
- Monitoring receivables, payables and following up outstanding payments.
- Maintain and monitor legal documents such as employee files, vehicles and other official documents.
- Preparing weekly & monthly accurate financial reports and completeness of accounts.
- Recording receipts and payments.
- All accounting entries in Tally Prime.

### **Accounting Assistant – Mahindra Vayalat Automobiles, Maradu – Kerala**

*(Nov 2019 - Dec 2021)*

- Maintaining the accounting ledgers by verifying and posting the Accounting Transactions.
- Preparing MIS reports as per Management Requirements.
- Stock summary and Inventory Reports in Tally.
- Preparation of Purchase and Sales register.
- Preparation of Bank Reconciliation Statement & Final Accounts.
- Internal Audits (Sales, Services Income & Expenditure)

### **Cost and Management Accountant Trainee – Transformers and Electricals Kerala Ltd, Angamaly (Joint Venture of NTPC and Govt. of Kerala) - (Oct 2018 – Oct 2019)**

- Posting of supplier invoices.
- Coordinate approval processes of all accounts payable invoices.
- Prepared management reports related to accounts payable and receivables.
- Book keeping and ledger maintenance.
- Maintained petty cash book.
- Assisted in the internal audit.

## ACADEMIC PROFILE

- **Cost and Management Accounting (CMA India)**

The Institute of Cost Accountants of India (*Statutory Body under an Act of Parliament*)

Intermediate Group 2 – 2020

Intermediate Group 1 – Pursuing

- **Certification course for U.A.E. V.A.T. – 2022**

JARASO Education Institute (*Approved by UAE Knowledge and Human Development Authority*) - Dubai

- **Computerized Accounting (Tally ERP & MS Office) – 2018**

The Institute of Cost Accountants of India (*Statutory Body under an Act of Parliament*)

- **Bachelor of Commerce (B. Com, Banking and Insurance) - 2017**

University of Calicut, Kerala.

## PERSONAL INFORMATION

<b>Date of Birth</b>	06 <sup>th</sup> December 1996	<b>Visa Status</b>	Spouse Visa
<b>Nationality</b>	Indian.	<b>Visa Expiry Date</b>	14 <sup>th</sup> June 2026
<b>Driving License</b>	UAE	<b>Passport Number</b>	T6893530
<b>Marital Status</b>	Married	<b>Driving License</b>	<b>1016744</b>

## LANGUAGES

English | Malayalam | Tamil

## SKILLS

- **Tally Prime**
- **MS Excel**
- **Tally ERP 9**

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date:

Nincy Devassy