



# RENJITHA JR

## OBJECTIVE

Highly organized and detail-oriented in efficiently managing and maintaining document control systems and Office Administration. Seeking a challenging position where I can leverage my skills in document management, data accuracy and regulatory compliance to contribute to the seamless flow of information within the organization. Dedicated to ensuring document integrity, accessibility and adherence to industry standards, I aim to enhance organizational efficiency and support the achievement of strategic objectives.

## EXPERIENCE

**Al Fattan Ship Industry, Abu Dhabi, UAE**

**01/01/2022 – CURRENT**

**Accountant / Document Controller**

- Assist in maintaining accurate and up-to-date financial records, including ledgers, journals, and other accounting documents.
- Handle the processing of invoices and ensure timely and accurate recording of financial transactions.
- Reconcile bank statements to ensure that the company's records match with the bank transactions.
- Support in the preparation of financial statements, such as balance sheets and income statements, in accordance with local and international accounting standards.
- Assist in ensuring compliance with Value Added Tax (VAT) regulations, including the accurate preparation and submission of VAT returns.
- Manage and record company expenses, ensuring proper documentation and compliance with internal policies.
- Undertake various financial tasks as required, such as reconciliations, variance analysis, and financial research.
- Work closely with other departments and team members to ensure accurate financial information and contribute to cross-functional projects.
- Maintaining Master Database of Technical documents including Correspondence, Drawings and OEM Manuals relevant to the projects.
- Preparation and Maintaining records of transmittals and Delivery notes issued to clients, Suppliers and sub-contractors for the documents.
- Implemented efficient tracking mechanisms for vessel documentation, including technical manuals, certificates, and maintenance records, improving accessibility, and reducing retrieval time by 20%.
- Collaborated with ship operations teams to facilitate the seamless transfer of documentation between vessels, shore offices, and relevant authorities, enhancing communication and workflow efficiency.
- Conducted regular audits to verify the accuracy and completeness of ship documentation, identifying discrepancies and implementing corrective measures to ensure compliance with international maritime standards.
- Managed the document change control process, overseeing revisions, updates, and archival of obsolete documentation to maintain a current and accurate repository.
- Responded to internal and external audit requests, ensuring that all relevant documentation was readily available for inspection.
- Supported the development and implementation of standardized document control procedures and policies across the organization.

**EVM Light Motors, Kerala, India**

**07/05/2020 – 30/08/2021**

**Accountant**

- Facilitated daily office and bookkeeping functions to ensure the smooth operation of financial processes.
- Managed bill payments and maintained accurate records, enhancing transparency and financial control.



Abu Dhabi,  
United Arab Emirates



+971 505068273 (Mobile)  
+91 9947145283 (WhatsApp)



[molurenjitha@gmail.com](mailto:molurenjitha@gmail.com)

## SUMMARY

7 years of experience in Accounts, Documentation, Administration, and general office clerical tasks. Results-oriented Document Controller with a proven track record in efficiently managing and organizing diverse sets of documents, ensuring accuracy, compliance, and accessibility.

## ACADEMIC QUALIFICATION

B.Com in Co-operation – University of Kerala, India

Intermediate in Computer Commerce – Board of Higher Secondary Examination, Kerala, India

## TECHNICAL QUALIFICATION

Certified Accounting Professional  
NCET Trivandrum, Kerala, India

## COMPUTER SKILLS

Tally 9.0  
MS Office  
PLM (Product Lifecycle Management)  
Spreadsheets  
Windows OS  
Internet

## PROFESSIONAL SKILLS

Time Management  
Team Work & Collaboration  
Process Improvement  
ISO Standards  
Database Management  
Digital Platforms Adaptability

## PERSONAL DETAILS

Date of Birth : 25 Oct 1991  
Nationality : Indian  
Gender : Female

## LANGUAGES

English ✓Speak ✓Read ✓Write  
Hindi ✓Speak ✓Read ✓Write  
Malayalam ✓Speak ✓Read ✓Write

## PASSPORT DETAILS

Passport No. : V11225139  
Date of Issue : 26 Apr 2021  
Date of Expiry : 25 Apr 2031

## PERSONAL INTERESTS

Reading  
Travelling  
Music

## REFERENCE

Anil Raveendran  
Head of PMO  
Al Fattan Ship Industry  
+971 56 8833843

Lavanya Pinninti  
ILS Manager  
Al Fattan Ship Industry  
+971 52 5530672

- Executed financial calculations and analyses, providing valuable insights for decision-making and strategic planning.
- Provided expert support in managing accounts, overseeing monthly payments, and facilitating timely refunds.
- Prepared detailed invoices, including itemized listings, amounts due, credit terms, and shipment dates.
- Monitored and managed accounts for payments and activity, utilizing weekly collection reports to ensure financial accuracy and adherence to payment schedules.

### Kallingal Bajaj, Kerala, India

01/05/2019 – 30/04/2020

#### Billing Clerk

- Maintained seamless vehicle purchases and dealer trades by executing efficient billing and related tasks.
- Managed the timely issuance of checks in response to sales department requests, ensuring prompt payments to vendors.
- Ensured accurate reporting and financial data by meticulously preparing and reviewing financial documentation.
- Calculated and processed weekly salesperson commission sheets, guaranteeing timely and precise commission payments.
- Handled aftermarket warranty remittance and cancellation refunds, consistently processing financial transactions with accuracy.
- Collaborated effectively with cross-functional teams to resolve billing discrepancies, resulting in heightened customer satisfaction and streamlined financial processes.

### Aashmi Traders, Kerala, India

03/04/2017 – 31/03/2019

#### Assistant Accountant

- Executed meticulous file and database management, ensuring accurate and up-to-date journal entries.
- Conducted comprehensive financial calculations and analyses to support strategic decision-making.
- Reviewed general ledger entries for accuracy and completeness, maintaining the integrity of financial records.
- Verified items billed against items received, proactively reconciling variances with vendors and employees.
- Tracked employee time and attendance for payroll processing, ensuring accuracy and adherence to policies.
- Processed company documentation, including invoices and payment checks, with a keen eye for detail and efficiency.
- Prepared invoices, expense reports, and payment memos with precision and timeliness.
- Conducted data processing tasks in MS Excel, leveraging advanced spreadsheet functionalities.
- Expertly handled a large volume of incoming calls, providing excellent customer service and addressing a wide range of customer inquiries.
- Processed incoming customer payments, ensuring accurate and timely financial transactions.

## DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

RENJITHA J R