



Rejitha Deepu

Accountant

0552045136

CURRICULUM VITAE

CAREER SUMMARY

An aspiring, self-motivate and dynamic Accountant with 7 years of experience in Accounting with various firms both in Dubai UAE (5 years) & India(2 years), seeking to pursue a challenging career by working under a growth oriented environment, thereby equipping my skills to maximum use and working towards escalating the organizational glory.

PROFESSIONAL EXPERIENCE

GULF EXPERIENCE:

EMPLOYER:Gitpac Consultancy Services.(Sister concern of Air Travel Enterprises) Al Muteena,Deira,Dubai.

APRIL 2021- NOVEMBER 2022

JOB TITLE: Senior Accounts Executive

- Nature of work remaining same.

EMPLOYER:Air Travel Enterprises,(UAE Back office),Academic City, Dubai.

OCTOBER 2019 — MARCH 2021

JOB TITLE: Executive Accounts

- Posting cash receipts and payment entries.
- Posting bank receipts and payment(ENBD, BOB AUH & BOB DXB)
- Posting credit card entries
- Reconciliations (All major UAE Banks, Airlines & Inter branch)
- Invoicing & Credit note preparation
- Statement Of Accounts submission.
- LPO pending list updation& Email response to the customer
- VAT filling.
- Daily Sales Report preparation & stock verification

KEY SKILLS

ACADEMIC QUALIFICATIONS

Masters in Commerce(Finance)

Kerala University
2013

Bachelors of Commerce(Taxation)

Kerala University
2011

Kerala State Higher Secondary

2008

Secondary School Leaving Certificate

2006

PERSONAL SKILLS

- ✓ Ability to understand and present others' points of view.
- ✓ Skilled at analyzing and interpreting information.
- ✓ Good communication skills when dealing with Clients, Developers, Consultants.
- ✓ Proven motivational and leadership skills.
- ✓ Team Management and good leadership skills

INTEREST & HOBBIES

Painting, Listening music

CONTACT DETAILS

Email:rejithadhanishta@outlook.com

☎+971552045136

INDIAN EXPERIENCE:

EMPLOYER: Vijay Paints & Hardware

FEBRUARY 2018 — SEPTEMBER 2019

JOB TITLE :Accountant/Administrator

- Preparing Invoices & Credit notes
- Managing & posting receipts & payments
- Controlling day today activities
- Computation of salary for employees
- Managing each & every accounting transactions
- Handling Cash

GULF EXPERIENCE:

EMPLOYER:Ugarit International Furniture
Manufacturing LLC, Under Hassani Group of
Companies P.O. Box: 286, DIP-2, Dubai, U.A.E

JUNE 2015 — AUGUST 2017

JOB TITLE: Assistant Accountant cum Administrator

- Daily and monthly cash flow and sales report
- Accounts receivable and payable processing
- Issuing and posting invoices, receipts and payment vouchers
- Preparing bank transfer payments to suppliers import and local
- Computation of salary, overtime, attendance and send report to Head office
- Providing accounts and Administrative support
- Accepting Payments, assisting customers, follow-up payments & Handling cash also
- Maintain leave and personal file records of employees
- Coordinate with PR office for labour renewal, visa processing and cancellation
- Maintain cashbook, prepare & issue salary advance & leave salary for staffs

DECLARATION

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

Rejitha Deepu

Date: 16-06-2023

PERSONAL PROFILE

Name :**Rejitha Deepu**

Date of Birth :**08-08-1989**

Age :**33yrs** Sex: **Female**

Nationality :**Indian**


Marital Status: **Married**

Passport No.:**W0082264**

Visa Status: **Visit Visa**

Driving Licence: **No**

Languages Known:**English, Hindi,
Malayalam and Tamil**

 **+971552045136**

EmailId:

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