



SHALU SAMUEL

Accountant

CONTACT

- Dubai, United Arab Emirates 12345
- +971 557019887
- shalusamuel1994@gmail.com

SKILLS

- Invoice Process
- Tally ERP9
- Tally Prime
- MS Excel
- Problem Solving
- Accounts Payable
- Accounts Receivable
- QuickBooks
- Administrative Assistance
- Customer Service
- Data Entry
- Cash Management

PERSONAL DETAILS

Date of Birth / Age: 03/04/1994
Nationality: Indian
Marital Status: Single
Visa Status: VISIT VISA
Gender: Female
Religion: Christian

LANGUAGES

English

Beginner

Hindi

Beginner

Malayalam

Beginner

PROFESSIONAL SUMMARY

Highly dedicated and detail-oriented Accountant and Billing Executive with a strong background in managing accounts receivable and ensuring accurate and timely billing processes. Proven ability to streamline workflows, reduce billing errors, and improve cash flow. Excellent communication and problem-solving skills, with a track record of effectively resolving customer inquiries and disputes. Adept at collaborating with cross-functional teams to optimize financial operations and deliver exceptional service to clients. Seeking Admin cum Accountant job to play a key role in the innovative and competitive world to deliver results under pressure while maintaining excellent standards of quality control.

WORK HISTORY

CASHIER 11/2023 - 03/2024

GREEN BELT SUPERMARKET - SILICON OASIS, DUBAI, UNITED ARAB EMIRATES

- Scan items through a barcode reader.
- Manually enter the item number into the system when needed.
- Maintain the checkout counter in running condition.
- Accept payments through cash and credit cards make entries accordingly.
- Balance the day's transactions at daily cash closing

ACCOUNTANT AND BILLING EXECUTIVE 12/2021 - 06/2022

GRACE LAB - PATHANAPURAM, KERALA, INDIA

- Duties & Responsibilities: Account Receivables, Typing/Word Processing
- Conducted daily Bank Reconciliations to ensure financial accuracy
- Managed day-to-day financial records for diverse companies and firms using industry leading software such as Quick books, Tally ERP9, and Tally Prime.
- Demonstrated expertise in Payroll processing, Accounts receivable, and Accounts Payable.
- Prepare and analyze financial statements, ensuring accuracy and compliance with international accounting standards.
- Maintained effective communication with clients to ensure seamless operations and client satisfaction.

EDUCATION

BACHELOR OF COMMERCE: BACHELORS, 04/2019
Vinayaka Mission's Research Foundation - INDIA

DIPLOMA IN MEDICAL LABORATORY TECHNICIAN COURSE, 04/2015
Bharat Sevak Samaj National Development Agency - KOLLAM

HIGHER SECONDARY: SCHOOL, 04/2013
Mohammedan Govt Higher Secondary - KOLLAM

HIGH SCHOOL, 04/2011
Mount Tabor High School - KOLLAM

CERTIFICATIONS

HOSPITAL ADMINISTRATION, TUV SUD, 2023, IN/25149/264183

CUSTOM

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

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