

SHIJIN J NAIR

ACCOUNTANT



✉ vavadurga@gmail.com

☎ +97154 7273057

📍 AL QUSAIS, DUBAI, UAE.

📅 12/05/1987

🚩 Indian

💍 Married

👤 Male

📄 PROFILE

Qualified MBA from Anna University, Tamilnadu, India. Abilities in interpreting financial information & analyzing the same; possesses strong analytical skills in formulating accounting systems, accounting records and financial statements. Good understanding of accounting terms and financial analysis. Possess sound skills for mentoring and guiding a team. Detail oriented with sharpened communication, presentation, writing and interpersonal skills.

🌐 LANGUAGES

English, Hindi, Malayalam & Tamil

🧠 SKILLS

- Tally.ERP 9, Cubix & MS Office.

🔑 INTERESTS

- Playing Cricket & Watching Movies.

👛 PROFESSIONAL EXPERIENCE

AL ASRAR TRADING CO LLC

ACCOUNTS EXECUTIVE

2010 – 2013 | DUBAI, UAE

- > Book Keeping
- > Inventory Control
- > Bank Reconciliation
- > Petty Cash

MALIEAKAL ELECTRONICS

ACCOUNTS EXECUTIVE

2014 – 2017 | KERALA, INDIA

- > Book Keeping
- > Inventory Control
- > Bank Reconciliation & Petty Cash
- > Audit Assist

AL BARSHA GRANITE & MARBLES TRDG LLC

ACCOUNTANT

2017 – 2019 | SHARJAH, UAE

- > Bills Payable & Receivable
- > Bank Reconciliation & Petty Cash
- > Import/Export Clearance
- > Trade Finance Documentation
- > Financial Reporting
- > VAT Return Filing

TRIOLIGHT FIRE & SAFETY LLC, DUBAI

SENIOR ACCOUNTANT

2020 – present | DUBAI, UAE

- > Bills receivable & payable
- > VAT return filing
- > MIS Reporting
- > Bank Reconciliation & Petty cash handling
- > Book Keeping.

🎓 EDUCATION

MBA FINANCE

DSEC

2007 – 2009 | TAMILNADU, INDIA

B.COM WITH COMPUTER APPLICATION

MMNSS COLLEGE

2004 – 2007 | KERALA, INDIA

PLUS TWO COMMERCE

AMRITA SANSKRIT HSS

2002 – 2004 | KERALA, INDIA