



**SHYAMA N**

**PERSONAL DETAILS**

Dubai - UAE.  
DOB: 15 February 1997  
Sex : Female  
Marital Status: Single  
Nationality : Indian  
Visa Status: Cancelled Visa

-  +971 568907357
-  shyamanittoor@gmail.com
-  Shyama N

**COMPUTER SKILLS**

Tally Prime  
Tally ERP  
SAP FICO  
M S Office  
Sage

**LANGUAGES**

English  
Hindi  
Malayalam

**AREAS OF EXPERTISE**

Administration  
Communication  
Accounts Payables  
Accounts Receivables  
Purchase Orders  
Quotations  
Book keeping  
Petty Cash  
Customer Service

**Accounting & Administrative Professional**

**PERSONAL SUMMARY**

3+ Years of experienced accounting & administration professional with excellent communication skill and able to build strong relationships both within and outside of a company as well as effectively communicating financial & non financial information to non-finance colleagues. Possessing strong admin skills, financial control and reporting skills and rigorously ensuring that all statutory and corporate obligations are met. Principles of Finance and accountancy along with that of computer applications like Tally, M S Office would help me to effectively performing my duties.

Now looking for a **Position in Accounting / Administration**, one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

**ACADEMIC QUALIFICATIONS**

**Master Degree – MBA (Finance & Marketing)**  
Kannur University: Kerala, India (2018 - 2020)



**Bachelor Degree - B.com (cooperation)**  
Kannur University: Kerala, India (2015 - 2018)

**WORK EXPERIENCE**

**Ajmal Printing Press Sole Proprietorship LLC Sharjah– UAE**  
Admin & Assistant Accountant (June-2021 – September 2023)



**Education Industry Association Council: Kerala – India**  
Project Manager (June 2020 - May 2021)

**Duties: Ajmal Printing Press Sole Proprietorship LLC**

**AR (Order to Cash) - Responsibilities**

- Daily management and control of the debtors Ledger.
- Contacting debtors for payment of accounts overdue in line with their credit period.
- Daily processing of Banking and Bank Reconciliations
- Follow up with receivables and preparing aging reports.
- Issue receipt for Cash & Cheque Received from Customers & Cr.Card Payment received directly to Bank.
- Post customer payments by recording cash, cheque and credit card transactions, and updates receivables by totaling unpaid invoices.

**AP (P2P) – Responsibilities**

- Monitoring & posting of Accounts Payable Invoices
- Petty cash verification and the payment process
- Maintaining the cash flow
- Communicate with Vendors and resolve issue over Invoice & Payment & Statement Reconcile.
- Timely & accurately payment process for Vendors through Cheque & TT
- Preparing Bank Reconciliation & Month end Closing.
- VAT documentation and support in VAT filling.
- Provide necessary support to senior Accountant

## Admin – Responsibilities

- Dealing with email enquiries
- Answering incoming calls; taking messages and re-directing calls as required
- General office management such as ordering stationery
- Preparing quotations & purchase orders
- Creating filing systems

## Duties: Education Industry Association Council (EInAC)– Project Manager

- Administration tasks
- Lead Generation
- Project Management
- Tele- Marketing
- Vendor Management
- Social Media Pages Handling
- Coordinating Online sessions like webinars, seminars

## KEY SKILLS AND COMPETENCIES

- Demonstrated ability to manage a team
- Customer Service Skills
- Preparing Purchase orders and Quotation
- Excellent communication and interpersonal skills.
- Ability to meet a constant stream of deadlines
- Review financial statements, sales and activity reports and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Time Management
- Familiarity with accounting software and programs.
- The capacity to make quick but rational decisions.

REFERENCES – Available on request.

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

Shyama.N

