

**Myself :-**

***Saleena P P***

Date of Birth – 16-05 -1969  
Marital Status –Separated  
Religion - Islam, Mappila  
Nationality - Indian

**Education:-**

Master of Commerce (Financial Management)  
Bachelor of Commerce (B com)

**My Passport No:-**

S7236500

**Languages:-**

English, Malayalam & Hindi

**My Contact Information are :-**

Mobile No : +91-9497810044

E-mail:

saleenamujeebu@gmail.com

**My Address is :-**

Palakkapalliyali, P P Road,  
718 B, Wandoor P O  
Malappuram Dist, Kerala  
676328, India

**I am interested in**

- Finance.
- Taxation.
- Accounting.
- Auditing.
- Reconciliation



**CURRICULUM VITAE**

**Finance Professional with more than 20 Years of Experience**

**Objective**

To pursue a successful career in the field of Accounting, Auditing and taxation, to acquire more knowledge in this field by way of fruitful contribution to your esteemed organization.

**Academic Profile**

Master of Commerce (Financial Management) from Calicut University (1992)  
Bachelor of commerce (B Com) from Calicut University.(1989)

**Work Experience**

**Current Company**

**Popees Baby Care Products Pvt Ltd**

Designation : Accounts Officer (SAP B1)  
Work From : 28 th August 2019 to till date  
Key Areas : Finalization of Accounts and Auditing and Reconciliation.

**Previous Company**

**Noor Institute of Medical Specialities Pvt Ltd**

Designation : Senior Accounts Officer (Tally)  
Work From : 25-10-2010 to 25-11-2018  
Key Areas : Finalization of Accounts and Auditing.

- Recording all financial transactions.
- Maintain Petty Cash Book and disbursement of the same
- Reconciliation of Banks, Vendors and Customers

Worked as an accountant cum administrator at Grand Cuisine Catering Services LLC Dubai from 26-11-2018 to 23-2-2019.

Worked as an internal auditor for Abu Dhabi Golf and Equestrian Club Abu Dhabi.

Worked as an Accountant at CANARA BANK SUPSETI Wandoor, for more than 4 years.

Worked from 1996 to 2005 in different companies at ABUDHABI in my husband's sponsorship. (Al Hawareth Trading and Consultancy, Abudhabi. Union International Bitumen Company Abu Dhabi, Abudhabi Concrete Technology etc.)

## **Professional Experience**

### **Key Result Area:**

- **Financial Projections.**

Accounts up to finalization. Preparation of Trial Balance, Profit and Loss Account, Cash Flow Statement and Balance Sheet.

- **Guiding the team for Accounts Payable, Accounts Receivable and AP & AR Invoices.**
- **Verify and analyze daily bank/cash reconciliations.**
- **Customer and Vendor Reconciliation**
- **Assist internal as well as external auditors.**
- **Monthly Stock reports for CC loan to banks.**
- **Stock Valuation**
- **Vouching of expenses and purchases.**
- **Payroll Verification & Approvals.**

## **Computer Knowledge**

- **Operating System : Microsoft Windows.**
- **Financial Accounting Packages : SAP Business one Client, Tally ERP 9 and Tally Prime, MS Office, Knowledge in Peachtree and Daceasy.**
- **Knowledge in Sellerware software.**
- **Have a valid Indian 4 wheeler driving licence.**

## **Declaration**

Here I am declaring that all the above furnished information are true to the best of my knowledge and abide to work to the standards and company policies to prove myself as an ideal official.

Saleena P P  
Wandoor.