

SHEFEENA S

Accountant

Finance Professional with more than 2 years of experience in MIS, Bank A/c Management, AP/AR, general accounting functions, Preparing financial Statements, office management & Accounts team leader. Seeking a long-term opportunity where my professional experience and abilities would be valuable to the growth of my employer and myself



shefeena695@gmail.com

0558743688

AI – Nahda, Sharjah, United Arab Emirates

25/05/1993



WORK EXPERIENCE

Accountant

ALWAQT GENERAL TRANSPORT

6 months

Sharjah, Dubai

Achievements/Tasks

- Invoicing
- Payment follow up
- Sending statements of accounts
- Updating timesheet
- Excel
- Salary preparation

Accountant

CHRISTOS MARTHOMA U P SCHOOL

08/2022 –08/2024,

Kollam, Kerala, India

Achievements/Tasks

- Prepare and process payroll (thru WPS and non WPS)
- Lead the External Audit
- Cost Allocation and project wise profit/loss calculation
- Preparation and verification of Supplier payment certificate
- Reconcile accounts payables / receivables
- Petty Cash Handling

Accountant

D.A. STAR DTP CENTRE AND ONLINE SERVICE

2021 - 2022,

Kollam, Kerala, India

Achievements/Tasks

- Posting Entries in Software (Tally ERP)
- Bank Reconciliation
- Payment Follow Up

ACADEMIC BACKGROUND

Bachelor's Degree

B. Com Computer Application

Govt. College Attingal, Kerala, India (Kerala University)

2012-2015,

ACHIEVEMENTS

software migration

Played major role in transition of accounting software migration

PERSONAL PROJECT

Electronic Payment- Current Scenario and scope for Improvement (2014)

SKILLS

Tally ERP 9

Computerised Accounting

MS Office Suite

Quick Books

Advanced Accounting

Multi-Tasking

Details Oriented

Peachtree

Detail-Oriented

Discreet and Ethical

Manual Accounting

Book Keeping

Effective Communication

Software Proficiency

LANGUAGES

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Hindi

Intermediate

VISA STATUS

Visit Visa, Valid till 16th October 2024