

SHINCY SHAJAN



CONTACT

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EDUCATION

Bachelor of Commerce (B.Com)

Mahatma Gandhi University
(MG University), Kerala, India | 2023

Professional Diploma in Business Accounting

Keltron Knowledge Centre | 2022

Diploma in Computerized Financial Accounting

Indian Computer Education Society,
2019

SKILLS

- Administrative Support
- Front Desk Operations
- Financial Reporting & Analysis
- Billing & Invoicing
- Cash Handling & Reconciliation
- Reception Management
- Bookkeeping & Ledger Management
- Customer Service
- Data Entry & Documentation
- Time Management
- Communication Skills
- Adaptability & Flexibility

TECHNICAL SKILLS

- Microsoft Office Suite: (MS Excel, MS Word, MS Power Point)
- Tally Prime

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PROFILE

Detail-oriented and dedicated Accounts Analyst with hands-on experience in financial record-keeping, billing, and account reconciliation at Aathifpay Ar Pvt Ltd, Ernakulam, Kerala. Skilled in administrative support, office coordination, cashier operations, and front-desk management. Known for maintaining accuracy, efficiency, and professionalism in fast-paced office environments. Actively seeking roles such as Admin, Office Assistant, Cashier, Billing Staff, or Receptionist to contribute to a well-organized and customer-focused workplace.

PROFESSIONAL EXPERIENCE

Accounts Analyst

Aathifpay Ar Pvt Ltd, Ernakulam, Kerala | June 2023 – August 2024

- Analyzed financial data, prepared reports, and provided insights on financial performance to support decision-making.
- Managed day-to-day accounting operations including accounts payable/receivable, general ledger, and bank reconciliation.
- Ensured accurate and timely preparation of monthly, quarterly, and yearly financial statements in compliance with accounting standards.
- Assisted in budgeting, forecasting, and variance analysis to optimize company performance and reduce costs.
- Coordinated with internal and external auditors during audit processes, ensuring the availability of accurate documentation and records.
- Managed and tracked financial transactions and ensured compliance with company policies and regulations.
- Supported the implementation of accounting software for improved financial management and reporting.
- Conducted monthly reconciliation of accounts to ensure accurate financial reporting and prevent discrepancies.
- Provided recommendations for improving financial controls and procedures to enhance accuracy and efficiency.
- Monitored and analyzed cash flow, ensuring the company maintained liquidity and met financial obligations.

CERTIFICATIONS

- Professional Diploma in Business Accounting
- Diploma in Computerized Financial Accounting