

Curriculum Vitae

REENA SHAH (Accountant)



Date of Birth: 20rd July, 1995

Marital Status: Married

Languages : English and Hindi

Sex: Female

Nationality: Indian

Passport No: U3788126

Permanent Address: Vill- Chitarwai kala, Post- Khutar Distt- Singrauli (M.P.) India.

Current Address: Near National Paint, Opposite dream city , Muwailah, Sharjah (UAE)

E-mail: reena.jnt@gmail.com

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CAREER OBJECTIVE:

- To work in a growth oriented company specializing in Accounting using progressive system tools.

FIELD OF INTEREST:

Accounting /Administration/Executive

DUTIES & RESPONSIBIL:

- Created invoices for customer orders.
- Sourced and negotiated with suppliers to procure high-quality materials and components, ensuring cost efficiency and timely delivery.
- Maintain and reconcile accounting records
- Review and process invoices, expenses, payroll, and other financial transactions
- Prepared and submitted payments to vendors.
- Able to handle multiple tasks and prioritize them effectively.
- Excellent communication and problem-solving skills.
- Prepared orders for shipment to customers.
- Monitoring and tracking order delivery schedules to ensure on-time delivery.

ACADEMIC PROFILE:

Degree	University/Board	Year of passing	Percentage (%)
Bachelor of Engineering (Electronic Engineering)	Patel institute of Science and Technology Bhopal (M.P.) India	2017	8.56 (CGPA)
Intermediate (10+2)	Govt higher Secondary School Jayant Singrauli M.P. (MP Board)	2013	80.5%
High school	Govt higher Secondary School Jayant Singrauli M.P. (MP Board)	2011	70%

WORK EXPERIENCE :

Name of the Company: RIHANT FINTECH,INDIA

Company Profile: Rihant Fintech is the fastest growing company in the field of GST & INCOME TAX Filing.

Designation: Junior Accountant

Department: Accountant

Period: Jun 2018 to Apr 2021

Name of the Company: DAR AL MARJAN GLASS COATING LLC, SHARJHA

Company Profile: Dar Al Marjan Glass Coating is the fastest growing company in the field of perfume industry

Designation: Accountant

Period: Jul 2022 to Sep 2023

KEY SKILLS:

- Expertise in stock maintain.
- Proficient in Tally and maintain data.
- Skilled in ERP systems.
- Strong negotiation and contract management capabilities.

TRAININGS AND CERTIFIED COURSES:

Name of the Company : Northern Coalfields Ltd Jayant (M.P.) INDIA

Company Profile: NCL is the leading ultra COAL MINES industry which is Govt. enterprise..

Designation: Trainee

Department: COAL MINES.

Period: June 2016 to July 2016.

DECLARATION:

I hereby declare that the above mentioned information is true to my knowledge and I bear full responsibility for its authenticity.

Date: 08/04/2025

Place: **Al Ghail, Ras Al Khaimah, UAE**

(Reena Shah)