

SAMEERA

SHARJAH – UAE

Mobile: +971-555274615

Email: cpsameera94@gmail.com**CAREER OBJECTIVE**

Continue to develop the potentials in the professional career and to grow to a senior level of responsibility where I can make a significant contribution to the success of the organization. Will work in an environment ensuring teamwork and accept challenges of growth opportunities.

PERSONAL STRENGTH

Dynamic and flexible personality with effective communication, fluency in English, Hindi and Malayalam. Interpersonal skills are being made me confident always. Excellent coordination and presentation skills, Ability to adapt to a fast changing work environment, Team player are the other advantages. Good knowledge about professional accounting and Office Administration and having one and half year of work experience prompt me to apply this job.

Work Experiences

- **Company:** Home Land Traders. (Building Materials) Kerala, India
Period: September 2018 to January 2020.
Position: Accountant – Tally ERP-9

Job Responsibilities

- Receiving, recording invoices and arranging payments.
- **GST** calculation and return files.
- Maintaining Payment follow ups from customers.
- Handling supplier & customer invoices.
- Credit control and collection of accounts payables and receivables.
- Reconciliation of bank statements
- Prepare financial statements and debtors' listings / Check customers' credit ratings
- Preparing LPOs; handling PDCs.
- Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers.
- Preparing regular reports and summaries of accounting activities.
- Verifying recorded transactions and report irregularities to management.
- Maintaining petty cash.
- Generated income statements, balance sheets, general ledger, checks and reports.
- Monitored and managed cash flow.
- Good Correspondence skills.

Academic Qualifications:

- **MBA** in HR Management and Marketing–Department of Commerce and Management Studies , University of Calicut Kerala-India 2016-2018
- **BSc Computer Science – MEA SS College, Areakode, ,** University of Calicut Kerala-India 2013-2016
- **PLUS TWO – VHMHSS Morayur, Kerala (2012-2013).**
- **SSLC - VHMHSS Morayur, Kerala (2010-2011).**

Computer Proficiency:

- **Tally-** Experience in bookkeeping, sales and purchase and every aspects of Tally. ERP 9.
- Ideal capability and practice at MS Office .

Professional skills:

- Excellent communication and interpersonal skills.
- Ability to work efficiently under pressure, meet deadlines, adapt to a fast paced and multicultural environment.
- Analytical approach towards decision making for problem solving.
- Office Automation with good office and business administration skills.
- Ability to work efficiently under pressure and meet deadlines.
- Willing to take up responsibilities and work under guidance with little on-going supervision.
- Tax accounting specialization.
- Account reconciliation specialist.
- Cash flow analysis.
- Tally ERP Expert.

Personal details:

Name	: Sameera
Nationality	: Indian.(Kerala)
Marital Status	: Married
Sex	: Female
Passport No	: K1303213
Visa Status	: Visit (Convertible to Husband Visa)
Religion	: Islam
Languages known	: English, Hindi, Arabic and Malayalam.
Email	: cpsameera94@gmail.com

Declaration:

I hereby declared that all the above given details are true in the best of my knowledge.

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