

Curriculum Vitae

SHEBEENA K.H.

Sharjah – UAE

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Visa Status: Visit Visa

Career Objective

- Seeking a challenging and responsible position in Accounts where performance is always recognized.
- To be self-oriented, innovative and progressive career opportunity in a professional environment, resulting in mutual growth and success.

Experience Summary

Al Raazi Hospital, Salalah – Sultanate of Oman, from 4th Dec. 2016 to 31st Jan. 2020 as an Accountant.

Job Responsibilities:

- Finalization of Accounts up to balance sheet.
- Preparation of bank reconciliation statement.
- Preparation of payroll for 250 employees.
- Preparation of daily and monthly financial statements.
- Controlling the finalization of discharge bills.
- Preparation of monthly medical income and expense statements.
- Reconciliation of receivable and payable account.
- Verification of daily closing reports in each department.
- Documents handling filing and correspondence.
- Handling of incoming and outgoing cheques.
- Voucher entry.
- Purchase entry.
- Stock entry into software.
- Handling of insurance final invoice preparation.

Ansar Hospital, Perumpilavu – Thrissur – Kerala – India, 2nd May 2005 to 26th Nov. 2016 as an Assist. Accountant

Job Responsibilities:

- Finalization of Accounts up to balance sheet.
- Preparation of bank reconciliation statement.
- Preparation of payroll for 300 employees.
- Preparation of daily and monthly financial statements.
- Controlling the finalization of discharge bills.
- Preparation of monthly medical income and expense statements.
- Reconciliation of receivable and payable account.
- Verification of daily closing reports in each department.
- Documents handling filing and correspondence.
- Handling of incoming and outgoing cheques.
- Cashbook prepare.
- Voucher entry.
- Purchase entry.

SKILLS

- Over 13 years experience in Accounts and finance departments.
- Good oral and written communication skills.
- Well versed in computerized accounting especially with Tally package.
- Experience of working under pressure.

Computer Skills:

- M.S. Office 2007, M.S. Word 2007, M.S. Excel 2007, PowerPoint & Access 2007, Windows 95/2000/XP/Vista & 07.
- Accounting Software: Tally ERP, Peachtree, DAC Easy and Wings software.

EDUCATION

Course	Institute / University	Year of Passing
Bachelor of Commerce	Calicut University	2002
Diploma in Computerized Accounting	The Institute of Accountants	2002

Languages Known:

- English, Hindi & Malayalam

Personal Details:

- Nationality : Indian
- Husband's Name : Shahanas Shamsudheen
- Date of Birth : 13/03/1982
- Gender : Female
- Marital Status : Married

PASSPORT DETAILS:

- Passport No. : M7833579
- Place of Issue : Cochin
- Date of Expiry : 06/04/2025

I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief.

SHEBEENA K.H.