

## CAREER OBJECTIVE

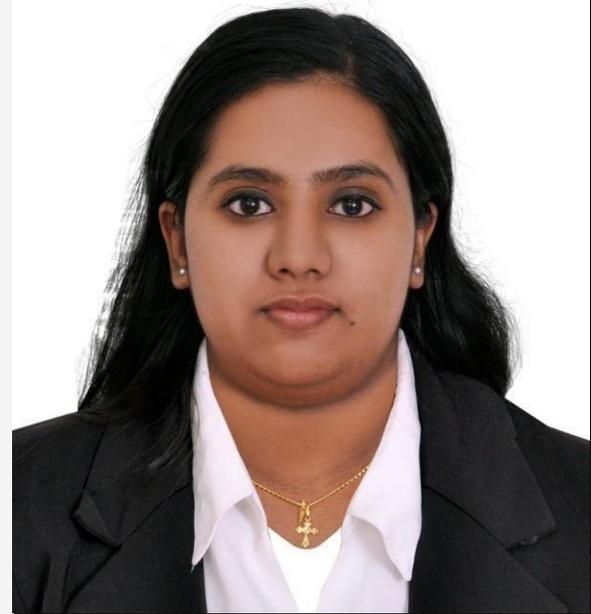
Capable of proper decision making and solving process related problems. Proven ability to provide complete support for a process with much confidence & integrity. Seeking to bring my experience as an associate in any challenging opportunity.

**Expert Parents Retail LTD - Just Kidding Trading LLC, Dubai (NOV 2022 - JAN 2023)**  
**3 Months - Temporary Contract**

**Account Assistant Cum Admin**

### Key Role & Responsibilities:

- Entering day to day operations and recording it in excels.
- Petty cash management for the office uses and for staff requirements.
- Recording and filing of invoices.
- Preparation of monthly report at the end of every month and submitting to the manager.
- Ensuring the due dates and pendings for payments and receivables.
- Dealing with the enquires through mails and calls.
- Assist in vat filings.
- Enter the data to armada ERP accounting software.
- Checking and recording the stocks quantity from the store report on a daily basis.



# SHIMI SUSAN KOSHY

## CONTACT

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## SKILLS

Accounting and bookkeeping  
Communication skills  
Time management  
Good team player and Collaboration  
Punctuality  
Willingness to learn  
Adaptability  
Knowledge of Tally  
Patience

## EDUCATION

**Master of Commerce 2019**  
(Finance)-71.7% Baselius college  
M G University, Kottayam, India

**Bachelor of Commerce 2017**  
(Computer Application)-79.1%  
Girideepam Institute of Advanced Learning  
M.G University, Kottayam, India

## **Valencia Metal Scrap Trading LLC- (Al Ramla ), Sharjah (MAY 2022 TO OCT 2022)**

### **Account Assistant cum Weighing Operator**

#### **Key Role & Responsibilities:**

- Recording of daily transactions in excel.
- Proper handling of petty cash.
- Stock check in yard.
- Stock checking for the store.
- Daily handover to the senior accountant.
- Recording and entering the weight of scrap items in vehicle using Reliable software.

## **Investnet Asset Management, Trivandrum,Kerala (FEB 2020 TO NOV 2021)**

### **Associate Operations Analyst**

#### **Key Role & Responsibilities:**

- Proficient in research and reconciling custodian cash and position balances.
- Entering trade transactions into portfolio accounting system based on exception findings.
- Implement the best practices to enhance the quality of service. Verify , research & fix daily security price and performance.
- Monitor corporate actions processed by the team by searching information from Bloomberg, IDC , Pershing and other reliable resources using security identifiers like ISIN, CUSIP, SEDOL etc. (Mandatory and Voluntary).
- Zendesk (Platform to communicate with client) ticket handling and ensure to complete the request before due date.
- Work with different stakeholders to resolve client queries.

## **CERTIFICATIONS**

Tally ERP 9 - 2019

## **ADDITIONAL INFORMATION**

D.O.B : 28-12-1996

Marital Status : Married

Nationality : Indian

Languages : English , Malayalam

## **HOBBIES**

Arts and Craft

Pet Caring

## **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge & I shall take the responsibilities for the correctness of the above mentioned particulars.

Place: Sharjah

Date:

Shimi Susan Koshy