

CURRICULUM VITAE



SHINI BIJESH

Contact

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Competencies

- Ambitious in nature
- Dynamic and Hard Working
- Open to New Technologies with keen interest to learn new things
- Self Confidence and truly dedicated to work.
- Can understand the intricacies of a new job quickly.
- Good Team Player and can work independently.

AREA OF INTEREST

ACCOUNTS AND ADMINISTRATION

OBJECTIVE

To excel in the field of Accounts and Finance through continuous learning and constant skills up-gradation by working with a progressive company that provides opportunity for job enrichment and career advancement.

PROFILE SUMMARY

- 8 years of experience in Admin and Accounts with reputed Firms at various fields.
- Well versed in Tally ERP 9 & MS Office
- Well-trained Accounting professional with experience in supervisory & decision-making positions.
- Possess excellent analytical, management, administration & problem-solving skills

WORK EXPERIENCE

CREATIVE LINE DECOR CONTRACTING

Location: U.A.E

Designation: Accountant (08/08/2018 to 20/10/2020)

Duties and responsibilities

- Petty cash management.
- Prepare sales invoice and LPO.
- Receipts and payment follow up.
- Bank reconciliation.
- Prepare P&L and Balance sheet.
- Employee's salary and overtime calculation.
- Prepare WPS
- Prepare day today documents and records.
- Vat Preparation and payment

WORK EXPERIENCE

FINGER TIPS GENERAL TRADING LLC

Location: U.A.E

Designation: Accountant (01/08/2017 to 31/07/2018)

Duties and responsibilities

- Petty cash management.

- Prepare sales and purchase invoice.
- Receipts and payment follow up.
- Monthly bank reconciliation.
- Prepare P&L A/C & Balance sheet.
- Maintain stock list.
- Employee's salary and overtime calculation.
- Prepare WPS
- VAT preparation and payment

Personal Profile

Date of birth 31/05/1983
 Sex Female
 Nationality Indian
 Marital Status Married
 Visa Status Residence
 (Transferable)

WORK EXPERIENCE

GRP TRADING LLC

Location: Sharjah, U.A.E

Designation: Accountant (01/10/2015 to 10/07/2017)

Duties and responsibilities

- Petty cash management.
- Keeping day today documents and records.
- Prepare sales and purchase invoice.
- Receipts and payment follow up.
- Monthly bank reconciliation.
- Prepare P&L A/C & Balance sheet.
- Maintain stock list.
- Employee's salary and overtime calculation.
- Prepare WPSs

Hobbies and Interests

- Music
- Travelling
- Cooking

WORK EXPERIENCE

V-KARE INTERNATIONAL

Location: Sharjah, U.A.E

Designation: Accountant (05/01/2014 to 31/05/2015))

Duties and responsibilities

- Petty cash management.
- Keeping day today documents and records.
- Prepare sales and purchase invoice.
- Receipts and payment follow up.
- Monthly bank reconciliation.
- Prepare journal entries, cash and inter-fund transactions.
- Review and verify accuracy of reported data.
- Interact with external auditors in completing audits.

WORK EXPERIENCE

VATTAVILA CONSTRUCTIONS

Location: Kerala, INDIA.

Designation: Accountant (07/01/2010 to 20/10/2012)

Duties and responsibilities

- Petty cash management.
- Analysis of worker's attendance to deliver accurate payouts.
- Follow up with the customers for due payment.
- Reconciliation of the company ledger with the bank accounts.
- Keeping records of all transactions.
- Receipts and payment follow up.
- Interact with internal and external auditors in completing audits.

Address

B.S House
Cherunniyoor P.O
Varkala
Thiruvananthapuram
Kerala,India.

ACADEMIC QUALIFICATION

Bachelor of Commerce University of Kerala - 2003

COMPUTER SKILLS

Good Knowledge in Tally ERP 9

Good Knowledge in MS-Office Applications

Working Knowledge in Peachtree, Quick books

ACCOUNTING TRAINING PROGRAMS COMPLETED

Completed Accounting Training Program from PRACTICAL ACCOUNTING CENTRE Kerala, India.

Completed Diploma in Indian Foreign Accounts (DIFA) from G-TECH COMPUTER EDUCATION, Kerala India.

References

Available upon request

LANGUAGES KNOWN

English, Hindi and Malayalam

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

Date

Place.