

Curriculum Vitae

Samreen Banu

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Objective:

Seeking a position to utilize my skills and abilities in an esteemed organization that offers professional growth while being resourceful, innovative and flexible.

Professional Experience:

Worked as Accountant **LIMRAS ART MEDIA** for a Printing Press with Manager Software (Accounting software

(Since

FEB 2018 – FEB 2020)

- ❖ Prepares asset, liability, and capital account entries by compiling and analysing account information.
- ❖ Documents financial transactions by entering account information.
- ❖ Recommends financial actions by analysing accounting options.
- ❖ Maintains accounting controls by preparing and recommending policies and procedures.
- ❖ Guides accounting clerical staff by coordinating activities and answering questions.
- ❖ Reconciles financial discrepancies by collecting and analysing account information.
- ❖ Secures financial information by completing data base backups.
- ❖ Maintains financial security by following internal controls.
- ❖ Prepares payments by verifying documentation, and requesting disbursements.
- ❖ Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- ❖ Prepares special financial reports by collecting, analysing, and summarizing account