



Khadeeja Shirin

Experience

AIO MARKETING MANAGEMENT LLC- Present

Accounts cum Data entry Clerk | Dubai - UAE

Jan 2021 to ..

Functionalities: Check the mail, Recieving calls, Data Entry, Petty Cash, Day Book and Accounts Handling.

KALLELIL BUSINESS ENTERPRISES PVT LTD

Accountant / Cochin - India

May 2019 to Nov 2020

Functionalities:- General Accounting, Bank Reconciliations, Data Entry, Book Keeping, MIS Reports, Payroll Management etc.

Technical Skills

- ▶ M.S. OFFICE
- ▶ EXCEL
- ▶ TALLY ERP 9
- ▶ QUARTO TRADE ERP

Professional Skills

- ▶ PROFICIENT IN TAX FILING
- ▶ GENERALLY ACCEPTED ACCOUNTING
- ▶ PRINCIPLES REPORTING CAPABILITIES
- ▶ ACCOUNT RECONCILIATION
- ▶ BOOK KEEPING ERP SOFTWARE
- ▶ PAYROLL MANAGEMENT
- ▶ DOCUMENTATION & CONTROL
- ▶ EXCELLENT COMMUNICATION SKILLS.
- ▶ OFFICE ADMINISTRATION

Interests

Gaming Traveling Singing Sketching

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief.



About Me

To be associated with a growing and progressing organization so as to enhance my knowledge and sharpen my skills as well as to help the organization to achieve greater heights.

Contact



+971 58 8028928



khadeejashirin9113@gmail.com



Nr Union Metro Station,
Dubai - UAE



Education

2019

Beachelor's Degree, Bcom
Calicut University - Calicut

2016

Higher Secondary School
GHSS, Kakkanad, Cochin

2014

Secondary School
Modern Public School, Cochin



Personal

DOB: 25-08-1998

Nationality: Indian

Passport No: U6862590

Marital Status: Single