

SAHEEN

ACCOUNTANT



CONTACT

ADDRESS:

Ras al khaimah, UAE

Phone:

+971507752304

Email:

saheensaheenshaheen@gmail.com

Visa Status: Visit visa

Availability: Immediately

LANGUAGES

- English
- Malayalam
- Tamil

STRENGTH

- Good communication
- Co-operation
- Good mind set
- Honesty

PROFILE

- Ability to achieve immediate and long-term goals and to meet operational deadlines, effective at multi-tasking.
- Excellent in decision making and having strong sense Of responsibility.
- Proven ability to identify problem , analyze possible Solution and determine best course of action to settle Financial issues.
- Proven excellent organizational and time management skills.
- Clearly communicate result of work, orally and in writing.

SKILL HIGHLIGHTS

- Tally ERP9
- MS Excel
- MS Word
- Tally Prime

EXPERIENCE

Accountant (December - 2020 to June – 2022)

JGS & ASSOCIATES (CA Firm) Thrissur, Kerala

(JGS is the one most familiar chartered accounts associates in Kerala they leading with reputed firm in Kerala)

- Preparing monthly concurrent audit report SOUTH INDIAN BANK (currency chest)
- Bank reconciliation
- GST (tax) filling data preparation and GST reconciliation.
- Managing day to day transactions.
- Checking and validation purchase and sales invoices in different company.
- Preparing stock ledger different company and making report for them.
- Making journal entries in ERP for the different company's

Accountant (June -2020 to October-2020)

Day n Day Supermarket, Malappuram, Kerala

- Working on key accounts handling
- Preparing cheques and distribute salaries
- Preparing purchase and sales orders
- Day to day cash counter closing and preparing and maintaining stock report

QUALIFICATION

B.Com - Bharathiar University, Tamilnadu, India