



ALEENA SABU

ACCOUNTANT



+971528448229



aleenasabu220@gmail.com

Muhaisnah 4

Al Qusais, Dubai

PERSONAL DETAILS

VISA STATUS

90 days visiting visa

Date of birth : 20/11/1998

Gender : Female

Nationality : Indian

LANGUAGES

English

Malayalam

Hindi

SKILLS

GST

MPOS

TALLY

WORD

SAP

Account analysis

ABOUT ME

Skilled in data processing and documentation analysis . Seeking a challenging opportunity in an environment where I can utilize my strong Organizational skills, educational background which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as Collaborative team member.

WORK EXPERIENCE

2 YEARS

ACCOUNTANT

RELIABLE FISCKAL SERVICE INDIA PVT. LTD.

- Reviewed all invoices and payments received and resolved any billing errors to mitigate outstanding accounts.
- Analyzed operational processes and made adjustments to ensure compliance with established standards.
- Managed daily accounting tasks including tracking business expenses, paying invoices and preparing bank deposits.
- Ensuring that information is accurately collated & entered into systems.
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- Prepared quotation to clients.

ACCOUNTANT

M.G JAYAKUMAR AND COMPANY /CHARTERED ACCOUNTANT

- Performed reconciliation of accounts receivable and payable to eliminate discrepancies.
- Assist with tax filings
- Coordinate audits in accordance with internal and external procedure
- Reconcile invoices to purchase orders and bill customers
- Ensuring that information is accurately collated & entered into systems.

JUNIOR ACCOUNTANT

ACCOUNTANTS SERVICE SOCIETY / KERALA / Apr 2019 - Mar 2020

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- Maintain the general ledger operations
- Support the month end close process
- Audit, process and pay vendor invoices in an accurate and timely manner
- Collect, categorize, calculate, verify and enter data to maintain accurate records
- Assist with tax filings
- Record and process employee expense reports and reconcile credit card statements
- Coordinate audits in accordance with internal and external procedure

Ms excel

Internet skills

Financial Statements

Team Handling

E D U C A T I O N

DCAM

ACCOUNTANTS SERVICE SOCIETY / ERNAKULAM / 2019

DEPLOMA IN CORPORATE ACCOUNTING AND MATERIAL MANAGEMENT WITH SAP- (FICO, MM AND B1)

B.COM

C.E.T College of Management, Science and Technology / Airapuram / 2019

PLUS TWO

GOVT.Higher Secondary School Mudickal / Perumbavoor / 2016

SSLC

Sree Narayana Higher Secondary School / Okkal / 2014