



Mobile : +971-569409344

Email : dhaneshlijina@gmail.com

# Lijina Dhanesh

## Experience

### KMAXX Trading LLC – Oct 2019 Till Date

#### Accountant Cum Administrator

- Preparing and issuing of invoices for billing purposes
- Prepares payslips, invoices , payment voucher , receipt voucher etc
- Liaise with customers on billing issues
- Liaise with suppliers on discrepancies in invoices
- Key in bank payment vouchers , bank in slip , progress billing and supplier invoices into an excel file for record
- Establish , maintain and process Supplier Accounts and maintain the Purchase Orders
- Keep updated records of office expenses and costs
- Perform all administrative and clerical activities
- Prepare monthly Payroll

### Taurus Mordern Pipes & Fittings Trading LLC – Jan 2019 to Sep 2019

#### Accountant

- Monitor account payable transaction with credit terms,ensuring information captured is complaint to general requirements.
- Sorting out and filling supplier invoices , payment vouchers , official reports and supplier statements
- Ensure the vendors collect the cheques once they are prepared
- Keep updated records of office expenses and costs
- Monitor cashflow and petty cash account

### Taj Al Tariq Trading LLC – Aug 2015 to Dec 2016

#### Accountant

- Handled day to day account entries and book keeping
- Perform claims , payments & expenses approval
- Petty Cash Management

## Summary

Looking for a challenging career which demands the best of my professional ability in the terms of accounting and financial skill, and help me in broadening my current skill and knowledge

## Highlights

- Tally 9 ERP
- Peach Tree
- Quick Books
- MS Excel

## Education

B.Com – Finance & Accounting

## Languages

English  
Hindi  
Malayalam