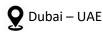


SHIFFIN JOB





+971 56 2928289 (UAE) (Shiffinjob0006@gmail.com



CAREER SUMMARY

- To be part of a growing organization with challenging work environment, offering a chance to excel in personal and teamwork achievement.
- ♡ To implement my ideas for finding new innovations.
- 5 Intend to seek a challenging and responsible position with leading corporate which will help me to explore myself fully and realize my potential.
- ♡ To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to be fullest

PROFESSIONAL EXPERIENCE

ASSISTANT ACCOUNTANT

AUG 2021 - APR 2022

Raam Trading Company (Airtel) MAMAGALAM ERNAKULAM

- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts and records are correct.
- Recording and filing cash transactions. ${\mathfrak O}$
- Sollecting payments and updating accounts payable and receivable records
- ℧ Controlling credit and chasing debt.
- ☼ Invoice processing and filing.
- Bank reconciliation. ${\mathfrak O}$
- Updating and maintaining procedural documentation.

ASSISTANT ACCOUNTANT BLUE DART EXPRESS KUNDANOOR ERNAKULAM

MAY 2021-AUG 2021

- Neconcile invoices and identify discrepancies
- o Create and update expense reports
- ☼ Process reimbursement forms

- ☼ Prepare bank deposits
- ত Enter financial transactions into internal databases
- ℧ Check spreadsheets for accuracy
- Maintain digital and physical financial records
- ☼ Issue invoices to customers and external partners, as needed

ADMINISTORNATOR COODINATOR

JUN 2019 MAY 2021

VEERARAGHAVAN & CO. (CITI BANK)

- Description
 Preparing, organising and storing information in paper and digital form
- Dealing with queries on the phone and by email
- ℧ Ordering office supplies
- Maintaining calls records and bills
- Maintaining asset records using a database
- Maintaining courier and postage expenses and sending to finance department for processing
- ☼ Ordering office supplies and po creation
- Maintaining GRL posting of office stationery and maintain the records
- ♥ Printing and photocopying

AREA OF INTEREST

- ⊙ Office Administration, Back Office, Office Staff
- Behavioral Skills: Teamwork, Self Confidence and Presentation Skills

EDUCATION CREDENTIALS

Bachelor of COMMERCE

Jai Bharath Arts & Science college Perumbavoor Ernakulam - Mar 2018

IT SKILLS

- Microsoft applications. (Excel, Word)
- ত MS Outlook

PERSONAL DETAILS

Nationality: Indian ● Date of Birth: 03rd June 1997 ● Linguistic Proficiency: English, Malayalam

Marital Status: Single ● Visa: Visiting visa

References: Will be provided upon request