



# SHIFFIN JOB

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## 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.
- ☞ 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
- ☞ IT Skills: MS Office (Word, Excel, PowerPoint,)

## 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.
- ☞ Collecting payments and updating accounts payable and receivable records
- ☞ Controlling credit and chasing debt.
- ☞ Invoice processing and filing.
- ☞ Bank reconciliation.
- ☞ Updating and maintaining procedural documentation.

### ASSISTANT ACCOUNTANT

MAY 2021–AUG 2021

#### BLUE DART EXPRESS KUNDANOOR ERNAKULAM

- ☞ Reconcile invoices and identify discrepancies
- ☞ Create and update expense reports
- ☞ Process reimbursement forms

- ☞ Prepare bank deposits
- ☞ 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

**ADMINISTRATOR COORDINATOR  
VEERARAGHAVAN & CO. (CITI BANK)**

**JUN 2019 MAY 2021**

- ☞ 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)
- ☞ MS Outlook

## PERSONAL DETAILS

**Nationality:** Indian • **Date of Birth:** 03<sup>rd</sup> June 1997 • **Linguistic Proficiency:** English, Malayalam

**Marital Status:** Single • **Visa:** Visiting visa

**References:** Will be provided upon request