

## STEEENA ANDREW

### Accounting Professional & Receptionist

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📍: Dubai, United Arab Emirates.

View my profile on [LinkedIn](#)



#### PROFILE

Enthusiastic Accounting professional with over 3 years of experience in Finance and telephone marketing. Detail-oriented, efficient and organized professional with strong analytical and problem solving skills. Experience of managing accounting functions, preparing financial reporting and month end close. Managing calls and giving instructions to the team members as and when required during allocation of sites.

#### OBJECTIVE

Term career for keeping the organizational goals as a priority. Intend to work in an environment that enhance my skills and motivates me to utilize my capabilities and potential to the fullest extent to contribute to the company growth both individually as well a team.

#### CORE SKILLS

- ❖ Proficient in communication and interpersonal skills
- ❖ Research and record keeping skills
- ❖ Verbal communication.
- ❖ Telephone skills.
- ❖ Accounting tool Tally
- ❖ Financial Accounting
- ❖ Proficient spreadsheets, Data mining, word processing
- ❖ Skilled Multi-Tasker
- ❖ Trust and confidentiality
- ❖ Adaptability
- ❖ Team Player
  
- ❖ Excellent, organizational and management skills

#### PROFESSIONAL EXPERIENCE

##### Accounts Executive With Documents Controller and Telecaller

July 2019 -Present

Zaharath Al Qasimiah Technical Contracting LLC.

##### Job Responsibilities

- Answering calls and resolving queries about the projects of our company.
- Obtaining and updating list of individuals contact details.
- Calling active and budding clients to encourage the purchase of items.

- Addressing clients uncertainties, grievances and suggestions on time.
- Noting important details of each conversation.
- Recording successful and unsuccessful attempts to close the projects
- Attending regular meetings to clarify projects progress and performance related expectations.
- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Analyse different general ledger accounts regularly.
- Invoicing to customers
- Handling Petty cash, prepare bills and receipts.
- Provide support to auxiliary schedules for auditing purposes as per assigned work.
  
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Prepares payments by verifying documentation, and requesting disbursements.

### **Job Accountant**

May 2017- Aug 2018

Exports Exporting company, Kerala, India.

#### **Job Responsibilities**

- ❖ Negotiate with a variety of people, such as shippers, agents and vendors
- ❖ Preparing RFQ, Quotations and sending LPO
- ❖ Preparing Account's statement
- ❖ Preparation of LC
- ❖ Records export expenses under journal voucher
- ❖ Book Keeping Accounts

### **Sales Coordinator**

Mar 2016– Apr 2017

Oryx Trading, Kerala, India.

#### **Job Responsibilities**

- ❖ Coordinate team, managing schedules, communicating relevant information.
- ❖ Communicate with vendors / Customers
- ❖ Attaining the targets given by the organisation.
- ❖ Coordinating and responding to the sales executive and customer satisfaction.
- ❖ Submitting the reports of monthly sales and each sales done by the executives.
- ❖ Providing timely assistance to staff regarding sales activities and promotions.
- ❖ Make sure all employee record and filed correctly and kept confidential.
- ❖ Make sure that the customers are happy with the products
- ❖ Communicate with the purchase department regarding the product.

### **ACADEMIC QUALIFICATION**

**BACHELOR OF COMMERCE WITH COMPUTER APPLICATION (Marks scored: 70%)**

Aravind College of Technology, Kerala, India. (June 2014-April 2017)

**TWO (Marks Scored: 79%)**

Aravind Hridaya Girls HSS, Kollam, Kerala, India. (June 2012-April 2014)

## LANGUAGES

|                    |                                 |
|--------------------|---------------------------------|
| English, Malayalam | Fluent in Read, write and Speak |
|--------------------|---------------------------------|

|                    |                                 |
|--------------------|---------------------------------|
| English, Malayalam | Fluent in Read, write and Speak |
|--------------------|---------------------------------|

## IT SKILLS

MS-Word, MS-excel, MS-Power point, Oracle.

## PERSONAL DETAILS

|             |   |        |
|-------------|---|--------|
| Nationality | - | Indian |
|-------------|---|--------|

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|-------------|---|--------|
| Nationality | - | Indian |
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|-------------|---|--------|
| Nationality | - | Indian |
|-------------|---|--------|

Date of Birth: - 20<sup>th</sup> March 1996

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|          |   |           |
|----------|---|-----------|
| Religion | - | Christian |
|----------|---|-----------|

|          |   |           |
|----------|---|-----------|
| Religion | - | Christian |
|----------|---|-----------|

|          |   |           |
|----------|---|-----------|
| Religion | - | Christian |
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|----------------|---|---------|
| Marital Status | - | Married |
|----------------|---|---------|

|                |   |         |
|----------------|---|---------|
| Marital Status | - | Married |
|----------------|---|---------|

|                |   |         |
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| Marital Status | - | Married |
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| Visa Status | - | Employment visa |
|-------------|---|-----------------|

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| Visa Status | - | Employment visa |
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| Visa Status | - | Employment visa |
|-------------|---|-----------------|

## DECLARATION

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

Stefeena Andrew