



SHENU BIJU
shenukandathi@gmail.com
mob:-. 00971508650619

Profession: ACCOUNTANT

Total experience 11 Years and 9 Month experience in U.A.E

QUALIFICATION

Post Graduation in Commerce (M.Com)

Career Objective

I have gained considerable experience in Accountant as I worked closely in this field. Yet, would still like to go further and seek a more challenging role where I can successfully utilize and expand my professional skills. During my tenure, I have a proven ability to present a professional and positive image to my employer, a position in the accounting field where excellent analytical and technical skills can help to improve the company profitability.

Skills

- Interpersonal Skills
- Customer Retention
- Target Achievements
- Leadership
- Attention to details
- Time management

IT Skills

- E-MAS Program
- Peachtree
- CMOA [M S Office]
- Tally

PROFESSIONAL EXPERIENCE

Company Name : Integrated Transport Center (ITC)
Abu Dhabi , UAE.

Designation : Accountant

Period : April 2017 to September 2020

Company Name : Zone Parking Solutions(Managing Mawaqif Parking)
Abu Dhabi , UAE.

Designation : Accountant(Operations)

Period : September 2011 to April 2017

The Company is involved in parking services in Abu Dhabi, and we handling Mawaqif parking in Abu Dhabi.

Company Name : Gulf Diagnostic Centre Hospital LLC.
Abu Dhabi , UAE.
Designation : Accounts Assistant.
Period : January 2009 to September 2011

JOB PROFILE.

- Preparing Book of Accounts up to Finalization
- Preparation of Cash flow Statement.
- VAT Return Submission.
- Maintenance of Import & Export L/C
- Follow up of Creditors Payable & Receivables.
- Sales, Purchase, Receipts & Journal Entry.
- Bank reconciliation
- Petty Cash Handling
- All Entries like Purchase, Sales, Payments, Receipt & Journal
- Filing of Journal Vouchers, Payable Vouchers, Receipt Vouchers
- Preparing Daily Reports to Management
- Maintain Cheque details
- Preparing Bank Position according to the Cheque issue register
- Preparation of year ending Schedules and Accounts for Audit.
- Payroll Preparation and Salary distribution Preparation of Leave Salary, Gratuity Etc.
- Maintaining Purchase & Sales including Stock Register.
- Allocation work of Insurance Company's
- Preparing the Monthly Reports to Department of Municipality
- Reconciling all cash and credit transactions of the Mawaqif customer services.
- Reconciling all web payment transaction regarding PVT, Permit, Mawaqif and web top up transactions
- Managing the stocks (parking Cards)
- Solving the issues of Mawaqif customer compliance related to their payments.
- Submitting monthly reconciled Mawaqif credit card report as per revenue to department of Finance.
- Preparing dispute letters to the bank as per customer compliance.

ACADEMIC PROFILE

- **Pre-Degree** (M.G University)
- **B.Com** (M.G University).
(D.B Pampa College, Parumala, Kerala, India.)
- **M.Com** (M.G University)
(Catholicate College, Pathanamthitta, Kerala, India)

PERSONAL DETAILS

Nationality	:	Indian
Gender	:	Female
Date of birth	:	27-12-1981
Passport No.	:	P 7166653
Marital status	:	Married
Visa Status	:	Husband Visa
Languages known	:	English, Malayalam, Hindi & Tamil

Personal

I would like to define myself as a very enthusiastic, enterprising, and highly motivated person with good interpersonal, communication skills backed with determination to achieve my task assigned to me

I am here by assuring that above given details are true to my knowledge.

Date:

Shenu biju