



MRS. SHEJINI AKBAR TP

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Contact No:

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Personal Information:

Name : Shejini Akbar
Age : 29 yrs
Date of Birth : 20th FEB 1992
Gender : Female
Nationality : Indian
Passport No : M 2181614
Visa Status : Resident
Marital Status : Married
Languages known : English,Hindi & Malayalam

Address to Contact:

**616, Villa,
Sada Street, Al Shamkha
Abu Dhabi,
UAE**

Permanent Address:

**Chozhiyattayil House,
Eramangalam Post,
Malappuram Dist,
Kerala- India
PH: +91 9895500847**

CAREER OBJECTIVE

To have an ambitious attitude towards my career at this booming stage of my life and to work with an organization where I could contribute towards the collective goal of the team as a whole and at the same time increase my knowledge and experience.

PROFESSIONAL STRENGTHS

- **MBA + 5 years' experience in Accounts** in support with recognized strengths in ERP enabled environment.
- Well versed in financial & accounting concepts and principles.
- Experienced in Finalization of accounts /Cash Flow & Bank Reconciliation.
- Familiar with, Inventory, Product Costing & ABC Analysis.
- Good Management and Leadership skills.
- Excellent administrative and organizational skills.
- Technical / Professional expertise.
- In-depth knowledge of basic operating systems.
- Flexible, attention to detail and ability to learn quickly.
- Possess excellent listening and responding skills.
- Ability to handle multiple tasks and solve customer queries efficiently.
- Ability to work ethically and well under pressure.

CORE COMPETENCIES

- Willingness to learn new concepts.
- Readily accept all Changes.
- Proactive, Motivated, Goal-oriented, and Problem Solver.
- Quickly absorb and retain new information and Procedures.
- Good leadership qualities and interpersonal skills
- Systematic and hardworking.
- Willing to travel & relocate

PROFESSIONAL EXPERIENCE -1

KEDAS ADVERTISEMENT TRADING EXPORT & IMPORT CO LLC
Abu Dhabi, UAE.

Description : **Kedas LLC** is one of the leading interior wood profile manufacturers in the region. The company produces high-end products and emphasizing on custom made and innovative to compete with other manufacturers in UAE.

Duration: OCT 2015 to Present Date

Designation: **ACCOUNTANT**

DUTIES INVOLVED

- Responsible for handling the all the Finance & Accounts with supported by General Manager.
- To Maintaining Supplier/ Client account Statements &. Reconciliation.
- Follow ups and monitoring receivables & payables and maintaining proper documents pertaining to accounts records.
- Liaison with bank and performing all banking related activities.
- To Maintained Reconciled Cash & Bank Balances and reporting to head office directly
- Keep records of purchases, sales, and Accounts related Record.
- Prepare MIS reports & other system generates reports.
- Submission of Monthly reports on Revenue/ Expense to the Management.
- Ensuring all bank and cash reconciliations are completed at regular intervals.
- Worked with project managers and construction administrators reviewing costs and codes for payments requests.
- Generated cost and budget reports to better manage projects.
- Maintaining of proper documents pertaining to accounts records, Receiving documents from different departments.
- Preparation of salary additions / deductions including overtime, site allowances, personal call & expense claim.
- Preparation Updating changes or new bank details
- Distribution of pay slips to regional sales executives via email
- Assisting Payroll supervisor in processing annual incentive payment, bi-annual travel allowance and end of service benefit to employee.
- Complete general ledger operations
- Liaise with Banks for the credit facility and negotiate beneficial terms for the company
- Submission of Monthly reports on Revenue/ Expense to the Management.

PROFESSIONAL EXPERIENCE -2

Sreekumar Associates (Tax Practitioners and Auditors)
Kerala, India.

Description : **Sreekumar Associates.**, a well-known Tax Practitioners and Auditors based in Malappuram district Kerala, India. Company has more than 100 clients

Duration: July 2014 to Aug 2015

Designation: **ACCOUNTANT**

ACADEMIC PROFILE

- **Master Of Business Administration [Finance]**
Bharatiar University 2014 (70%)
- **Bachelor of Commerce Degree**
University of Calicut, Kerala, India (73%)
- **Higher Secondary Level**
Board of Secondary Education, Kerala, India

TECHNICAL STRENGTHS

| | | |
|----------------------|---|----------------------------------|
| Application Packages | : | Ms-Office (Advanced) |
| Accounting package | : | Tally 9, Peach Tree |
| Publishing Tools | : | Adobe PageMaker, Adobe Photoshop |

DECLARATION

I hereby declare that all the details furnished above are true and best of my knowledge

Place: Kerala

Date:

Shejini Akbar