

Curriculum Vitae

SHINIMOL K.M.P

Dubai, United Arab Emirates

Mobile: - +971 50 8178054

Email: shinikmp@gmail.com



Objective: -

To attain an appropriate, challenging position in an organization structured to optimize my highly groomed interpersonal, communicative and organizational skill in a progressive manner thereby contributing to the growth of the company.

Profile Summary: -

- ❖ Highly proficient in Tally and MS Office Applications.
- ❖ A highly efficient planner & organizer with a keen eye for finding the simpler, quicker and more efficient way of doing things & recognize potential opportunities / infrastructure necessary to facilitate growth.
- ❖ Have excellent communication, convincing, negotiation, influencing & interpersonal skills.
- ❖ Excellent skills in quick learning and drafting based on the same.
- ❖ Skillful in diagnosing, understanding & handling 'clients' needs or wants and resolving their issues with ease.
- ❖ Young, energetic and enthusiastic with refined manners.
- ❖ Can work under pressure and meet deadlines.
- ❖ Self-motivated and ambitious with strong desire to succeed.
- ❖ Ensure that work progresses and complete on time in accordance with parameters laid down
- ❖ Highly adaptable to situations and observation skills
- ❖ Prepare contingency plans to overcome problems
- ❖ Excellent managerial, leadership and communication skills.

Career History: -

➤ **Accounts Assistant (September 2019- Till Date)**

Fino International LLC,

Jebel Ali Industrial Area,

Dubai,

United Arab Emirates.

Job Description: -

- ✓ Preparation of Payment Authorization for cheques and transfers (TOF & IGT).
- ✓ Preparation of cheques and Transfer sheet of Concerned Banks.
- ✓ Reconciliation of bank statement & supplier statement with our books of Accounts.
- ✓ Preparation of petty cash voucher entries.

- ✓ Preparation of purchase voucher for the materials purchased by the company for different projects and for the main store.
- ✓ Checking the supporting documents for the accuracy of accounts in respect of rate, quantity and all other aspects like LPO etc.
- ✓ Passing of journal vouchers for the bills submitted by the impress by admin after verifying the supporting bills and documents.
- ✓ Preparation of journal vouchers for the Sub-Contracting works done by checking the certificates in detail and calculating the work certified by the concerned parties.
- ✓ Cross checking the BPV prepared daily by the Co-Staff for the accuracy of accounts.
- ✓ Highlights the cheque in hand in excel on payment authorization.
- ✓ Supporting each and every staff for the wellness of the accounts work and taking part in each section for the overall performance improvements.

➤ **Accounts Assistant (March 2017 - April 2018)**

Royal for Industrial Inspection and Training Services LLC,
Musaffah,
Abu Dhabi,
United Arab Emirates.

Job Description: -

- ✓ Preparation of Job Order's.
- ✓ Preparation of Delivery Note.
- ✓ Making Invoices.
- ✓ Reconciling invoices and identifying discrepancies.
- ✓ Inviting quotations from customers.
- ✓ Generating financial Reports.

➤ **Junior Executive (January 2012 - March 2015)**

Muthoot finance limited (Regional office),
Kozhencherry,
Kerala, India.

Job Description: -

- ✓ KYC Compliance.
- ✓ Customer care.
- ✓ Bond entries.
- ✓ Preparation of monthly report & Bank reconciliation Statements.
- ✓ Money Transfer – Inward remittance.
- ✓ FOREX Business.
- ✓ Wire Money – Outward remittance.
- ✓ End of the day (EOD) processing.

Scholastic Records: -

❖ **M.Com (Finance) with 82% Marks**

St. Thomas College, Kozhencherry.

Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India.

❖ **B.com (Marketing) with 85% Marks**

St. Thomas College, Kozhencherry.

Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India.

❖ **Higher Secondary School certificate in the commerce with 85% Marks**

St. Thomas HSS Kozhencherry, Pathanamthitta Dist, Kerala, India

Additional Qualification: -

❖ **Higher Diploma in Co-Operation and Business Management with 78% Marks**

Under Govt. of Kerala, Kerala, India

Computer Skills: -

❖ Accounting with **Peach Tree** and **Tally** Applications.

❖ Good Experience in **MS office**.

❖ Basic Knowledge of **QuickBooks**.

Project Works: -

During the scholastic period I have successfully carried out surveys on “satisfaction of customers on new banking services” with special reference to facilities like internet banking, phone banking, ATM, credit card / debit card etc., another noteworthy study was to analyze the brand preference of customers on various energy boosters.

Personal Profile: -

Nationality	:	Indian
Date of Birth	:	17-03-1986
Religion	:	Islam
Sex	:	Female
Marital Status	:	Married
Languages Known	:	English, Hindi & Malayalam

Passport Details: -

Passport Number	:	K2741441
Place of Issue	:	Trivandrum
Date of Issue	:	06/02/2012
Date of Expiry	:	05/02/2022
Visa Status	:	Dependent Visa

Reference: -

Reference will be furnished upon request.