



Ms.SHADHIYA SHAJU, ACCA

Dubai, United Arab Emirates

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PROFILE SUMMARY

I am an ambitious ACCA professional with 4 years of proven experience in Advanced MS Excel, MS Dynamics AX ,Financial Accounting, Reporting, Auditing, Trade Finance documentation including import and export LC, Invoice Discounting, PDC Discounting, Cash handling, Financial Data analysis, Reconciliations, Budgeting and Forecasting. I am looking forward for a great opportunity to build up my career in accounting and auditing field by contributing my best abilities towards achieving the organizational and personal goals.

KEY SKILLS

- Advanced knowledge of MS Excel (macros, pivot tables and data visualization).
- IFRS Accounting, Audit and VAT Knowhow.
- Team player (worked within a team of 40+ members and achieved both personal and group targets).
- Target Oriented and dynamic.
- Integrity towards work.
- Ability to handle time pressure and meet deadlines.
- Proficiency in MS Power point, MS Word, MS Dynamics AX and Tally ERP9
- Good communication skills, Interpersonal skills and Analytical skills.
- Financial Reporting, Reconciliations, Forecasting and Budgeting.
- EY Data Analytics, EY Eagle, EY Canvas.

PROFESSIONAL EXPERIENCE

1. FINANCE EXECUTIVE (Oct 2018 – Current)

AMZONE INTERNATIONAL LTD, SAIF ZONE, SHARJAH.

- Reduced finance cost by 10% by preparing detailed cost analysis, identifying the key indicators and recommending corrective measures.
- Provided daily, weekly and monthly bank commitments projections like Bills discounting, Trust Receipts Bills Payables depending on the banking tenors.
- Coordinated with suppliers and managed account payables on timely basis by preparing payment budgets.
- Preparation of banking trade documents like Import LC, Export LC, Invoice and Cheque Discounting etc.
- Engaged in internal and external audit workings in coordination with the finance team.
- Continuously monitored daily and weekly business performance in accordance with set ISO standards and objectives.
- Projected the quarterly liquidity position in order to facilitate quality and timely decision making.

2. ASSURANCE LEAD ASSOCIATE & INTERNSHIP (Sept 2016 – Jul 2018)

ERNST & YOUNG LLP (EY AUDIT) – COCHIN, INDIA.

Assurance Audit support for MENA region.

- Achieved 5 and 4 star ratings for being responsive, insightful and delivering quality services within one year of hire. Achieved Gold standard ratings in personal leadership, team leadership and quality deliverables.
- Improved efficiency and risk reduction by providing valuable audit findings such as financial mismatches and reclassification of accounts and made suggestions to senior auditors to resolve the matters.
- Ensured 100% adherence to IFRS and reporting guidelines affecting listed and non-listed clients.
- Reviewed financial statements in accordance with relevant reporting standards for 50 plus clients and assisted seniors in consolidation works of MNC's.

PROFESSIONAL AND ACADEMIC QUALIFICATION

- ACCA - Association of Chartered Certified Accountants (2015 - 2017)
- B.Com FINANCE – Christ College, Kerala, India (2012 - 2015)
- Tally and Sales Tax Practice (VAT) (2014) - NACELL (National Centre for Labour and Learning by Gov of India)

PERSONAL INFORMATION

- Nationality - Indian
- DOB - 02 Oct 1994
- Visa Status - Sponsorship Visa
- Known Languages - Fluency in English, Hindi & Malayalam and Arabic reading and Writing proficiency.
- Highest Qualification - ACCA Member
- Marital Status - Married

DECLARATION

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

Ms. Shadhiya Shaju