



## **SHELIN SHAJI**

**Mobile : 050 1160423/056 8338196**

**Res : 06 5285519 / 050 6748136**

**Email : [shelinshaji666@gmail.com](mailto:shelinshaji666@gmail.com)**

### **PERSONAL DATA**

Date of Birth : 05-02-1991

Sex : Male

Nationality : Indian

Marital Status : Married

Languages : English, Hindi,  
Malayalam, Tamil,  
Kannada

### **Present Address:**

**P.O. BOX 11485, DUBAI, UAE**

### **Passport Details:**

Passport No : U 9723203

Date of Issue : 04/03/2021

Date of Expiry : 03/03/2031

Place of Issue : Trivandrum

**Valid UAE Driving License.**

## **OBJECTIVE**

An ambitious person seeking a position with the firm where I could get chance to learn and improve the existing skills along with working for the profitability of firm.

**Knowledge & Skill:** Maintenance of financial ledgers and accounting processes. Preparation of Monthly Consolidated P&L and Balance Sheet. Timely production of statutory and internal financial reports. Ensuring that appropriate systems and internal controls are implemented and maintained. Bank reconciliation. Comparing financial statements and calculating the differences. Preparation of budgets, forecasts and cash flows. Comparing documents related to auditing (previous to current year).

## **EDUCATION**

- 2015 : **Master of Commerce (Finance and Control)**  
CMS College Of Science And Commerce,  
Coimbatore, Bharathiyar University
- 2012 : **Bachelor of Commerce (Computer Application)**  
St. Thomas college, Kozhencherry  
Mahatma Gandhi University, Kottayam
- 2009 : **Board of Higher Secondary Education**  
S.C Higher Secondary School, Ranny
- 2007 : **SSLC**  
S.C Higher Secondary School, Ranny

## **COMPUTER SKILLS**

- Tally Accounting Package: ERP
- MS Office
- Internet Applications

## **ACTIVITIES AND ACHIEVEMENTS**

- Served as the ORGANIZER of "COMMERCE FORUM" at CMS College Of Science And Commerce
- Conducted Finance And International Business Exhibition at CMS College Of Science And Commerce

## **WORK EXPERIENCE**

- **UAE Exchange Centre LLC, Dubai, UAE**

*October 2017 – Till date*

***Worked as a Foreign Currency Dealer.***

Customer Services, Selling Co Products, Rate Coating and Selling currencies, Analysing Market Rates and Updating Customer Details.

- **Rebonie Estates Dimensions Pvt. Ltd, Bangalore, India**

*August 2012 – July 2013 & May 2015 – September 2017*

***Worked as an Accounts Assistant***

Maintaining daily books of accounts, handling petty cash, Bank transactions, maintaining Stock etc.

## **AREAS OF INTEREST**

- Finance & Banking
- International Business
- Sales & Marketing

## **OTHER INTERESTS**

- Watching and reading business news.
- Observing the functioning of banks and companies etc.
- Playing basketball, volleyball, hand ball etc.

## **MY STRENGTH**

- Confident
- Positive approach
- Adaptable to changes
- Ability to learn new Technologies
- Optimistic
- Team Worker

## **DECLARATION**

I hereby declare that the information furnished above is true to my knowledge and understanding. I bear the responsibility for all the information provided here.

**Place: Dubai**

**Date: 18-04-2021**

**SHELIN SHAJI**