



SHELIN SHAJI

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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