



TEENU

Nationality: Indian

Date of Birth: 12-11-1990

Visa Status: Visit

+971 50-5657275

[Tinü-31866@2freemail.com](mailto:Tinu-31866@2freemail.com)

LANGUAGE

English Excellent
Malayalam Native
Tamil Native

Skills

- ✓ Teamwork
- ✓ Time Management
- ✓ Leadership
- ✓ Problem Solving
- ✓ Creativity
- ✓ Ms word
- ✓ Excel

Admin-Accounts Professional

Dedicated and results-driven professional with a solid educational background in Commerce and a proven track record in finance and billing roles. Over the years, I have demonstrated proficiency in team collaboration, effective time management, and strong decision-making. As a Billing Executive at Aqua Sprinkle Water Filters and Purifiers, I honed my skills in meticulous invoicing and customer account management. In my subsequent role as an Accountant at Tison Industries (Cristal Pipes), I expanded my expertise in financial analysis, process optimization, and strategic decision support. Seeking a challenging role where my skills in billing, accounting, and leadership can contribute to organizational success.

Experience - Key Responsibilities:

Billing Executive - at Aqua Sprinkle Water Filters and Purifiers - India

2019-2021

- Prepared and issued accurate and timely invoices for products and services provided by Aqua Sprinkle Water Filters and Purifiers.
- Managed customer accounts, ensuring all billing inquiries and concerns were addressed promptly and professionally.
- Collaborated with the sales and customer service teams to resolve billing discrepancies and ensure customer satisfaction.
- Generated and maintained billing reports, providing insights into revenue and outstanding payments.
- Implemented efficient billing processes, contributing to a reduction in billing errors and improved cash flow.

Accountant at Tison Industries (Cristal Pipes) - India

2021-2023

- Managed day-to-day accounting functions, including accounts payable, accounts receivable, and general ledger entries.
- Conducted regular financial analysis to assess the company's financial performance and identify areas for improvement.
- Prepared monthly, quarterly, and annual financial statements in compliance with accounting standards.
- Coordinated with internal teams and external auditors to facilitate smooth and accurate audits.
- Implemented cost-saving measures and streamlined financial processes, resulting in increased efficiency.
- Provided financial insights and recommendations to support strategic decision-making.
- Conducted regular reconciliations of bank statements and financial accounts to ensure accuracy.
- Assisted in the development and implementation of accounting policies and procedures.

EDUCATION

- SSLC (2006) - Kerala Board of Secondary Education
- HSC (2008) - Kerala Board of Higher Secondary Education,
- Degree (2013) – B.Com, Kerala University
- TALLY -2019