**CURRICULUM VITAE**

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Shaheen

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***CAREER OBJECTIVE:***

Seeking a position in **Management** **Accounting department/ Human Resource** where extensive experience will be further developed and utilized

***POSITIVE ATTRIBUTES:***

Highly organized, able to improve organizational effectiveness and productivity through critical analysis and problem solving. An articulate communicator, skilled in quickly engaging team members and audiences, establishing rapport and developing strong relationships

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***EDUCATION QUALIFICATION:***

Bachelor of Commerce (in cost accounting) Goa University, Goa, India 2013 First Class

Master of Commerce (in marketing) Goa University, Goa, India 2015 First Class

***PROFESSIONAL EXPERIENCE:***

1. ***Employer:***  ROSYBLUE DMCC, JLT, Dubai, U.A.E. [www.rosyblue.co](http://www.rosyblue.co)m

***Nature of business:*** JLT- Dubai, based MNC dealing with Diamonds, Gems and other precious stones

***Job profile:*** Completed 2 months internship as a Junior Account Assistant, from 10th May 2014 to 15th July 2014.

***Job responsibility:***

* Maintaining the purchase and sales invoices and arranging payments for the same as per the payment schedule.
* Tracking of account’s balances in order to ensure hassle-free payments.
* Providing daily updates on accounts status to Manager – Admin.
* Had constant and channelized coordination with the respective departments to ensure timely payments receiving.
* Conducted accounts balance tally on daily basis that enabled financial standing.
* Ensured proper coordination of accounts department with all other relevant departments of the company to facilitate smooth organization functioning.
1. ***Employer:*** Amber Construction Pvt. Ltd. Goa.

***Nature of business:*** Civil Construction

***Job profile:*** 10months of job holding as an Accounts Assistant from 15th march 2016 to 31st Jan 2017.

***Job responsibility:***

* Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.
* Preparing of reports on account status.
* Maintaining of all accounts books and preparing of reports which were then to be submitted to the auditor.

***EDUCATIONAL PROJECTS:***

* Dissertation project report on:

“Satisfaction of Managerial Employees on **Performance Appraisal System** on **Madras Rubber Factory (MRF) Tyres Co. Ltd, Goa”**

* Education project report on:

A study on **Plastic Export Zundert Co. Goa.** Its overall functioning and accounts department for the imports and exports of their products.

**Subject projects on:** Human Resource, Organizational Behavior, Business Communication, Marketing of Research, Marketing of Services, Information Technology, Advance Marketing Management, International Marketing**,** Economics,Hospitality Management, Cost Accounting, Advanced Financial Management, Capital Markets and Insurance Marketing.

**Event organization:**

One day Inter-collegiate event PASSONIC an educational event was handled and organized efficiently & effectively by me in the year 2014 & 2015

 ***COMPUTER KNOWLEDGE:***

* Proficient in DOS, Window XP, MS Office Products including Word, Excel & PowerPoint, Internet, Web Designing.

***PERSONAL SKILLS:-***

* Strong analytical and logical skills.
* Ability to learn & grasp things.
* Computer literate with the knowledge of MS Excel, MS Word& MS Power Point.
* Excellent oral & written communication skills.
* Good leadership & team-working skills.
* Fast leaner & possess ability to offer several ideas pertaining to a particular problem/proposal.
* Ability to complete tasks within the required time and under pressure.
* Ability to take initiative & own responsibilities.

***PERSONAL INFORMATION:-***

Date of birth : 3rd August 1990

Gender : Female

Nationality : Indian.

Visa status : Husband –sponsored

Languages in fluency : English, Hindi, Urdu, Konkani.

Marital Status : Married

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