**MEENU**

[**MEENU.349478@2freemail.com**](mailto:MEENU.349478@2freemail.com)

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**CAREER OBJECTIVE**

To be a part of a reputed organization which offers me a challenging environment, whereby

I can develop myself and contribute to the organization growth and development.

**WORK EXPERIENCE**

Organization : ENERGREEN SOLUTIONS TRADING LLC

Location : DUBAI

Designation : Accounts Assistant

Period : 2011 – 2012

**Responsibilities**

 Checking of cash receipts and payment vouchers and cash book on daily basis.

 Making Bank Receipts & Payments

 Checking all purchase bills, Stock transfer and tally the same with store section.

 Issuing cheques to Creditors.

 Reconciliation of Bank statement.

 Payroll and Incentive verification and payment.

 Checking purchase bill with purchase order and quotation

 Sundry debtors outstanding follow up

 Collectingcheques and recording payments

 Preparation of credit notes by attaching proper supporting documents

 Follow up , taking steps to get old payments and generate age analysis

 Creditors outstanding follow up

 Expense Monitoring

**ACADEMIC QUALIFICATION**

ICWAI – INSTITUTE OF COST AND WORKS ACCOUNTANT ( ICWAI) 2010 - NOT COMPLETED

BACHELOR OF COMMERCE (B.COM) - TAXATION, 2009 –KERALA UNIVERSITY, INDIA

HIGHER SECONDARY BORAD OF EXAMINATION ( PLUS TWO)- COMMERCE, 2005 – KERALA , INDIA

SSLC IN BOARD EXAMINATION – 2003, KERALA INDIA

**IT AWARENESS**

 Tally with ERP

 Diploma in Computer Application

 DTP

 MS Office.

**PROFESSIONAL SKILLS**

 Communication skill

 Expert In Accounts

 Team work

 Willing to learn new techniques &amp; work under pressure to tight schedule

 Self-motivate

**PERSONAL DETAILS**

Date of Birth -09-03- 1988

Gender - Female

Martial Status - Married

Nationality – Indian

Visa Status – Husband Visa

Languages Known – Malayalam, English, Tamil

**DECLARATION**

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