

SHEEMA

[SHEEMA.365572@2freemail.com](mailto:SHEEMA.365572@2freemail.com)

**Career Objective** To join a stable work force where I can constantly learn, develop my skills, and potential to recognize outstanding performance towards the company; which gives an opportunity to expand my knowledge in strategic and human manner for the excellence of the organization.

# Work Experience

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# Gulf Diagnostic Center Hospital June 2016 – July 2016

## Treasury

* + Reviewing the Daily Cash and Bank Position and Downloading Updated Bank Statement from E-banking .
  + Preparation of Cash Inflows and Outflows .
  + Reconciliation of Bank Statement .
  + Coordinating with the Payable Team in Reconciliation of Cheques in Hand/ Released
  + Maintaining Current payments and PDC Cheque Folder.
  + Reporting to the CFO regarding the current status .
  + Preparation of Internal Transfer Cheques , Preparation of Loan Letters.
  + Recording Necessary Bank Entries in SAGE.
  + Receivables Forecast Vs Actual Received .
* **Travco Travel L.L.C December 2013 – July 2014**

## Product and Contracting Executive

* + Managed reservation contracts between hotels and Travco Travel.
  + Loaded contracts in Travo Travel systems accurately and efficiently.
  + Coordinated with contracting department and hotels of for issues while loading the rates.
  + Presented contracts/promotions/special offers as per the information given by management.
  + Prepared action stop sales and free sales when advised by management to ensure the system is updated within the required timeline.
  + Updated Terms and Condition in accordance with contract agreement with hotels.

# Al Ayoubi Accounting and Auditing July 2013 – December 2013

## Asst. Auditor cum Admin

* + Prepared audit reports (P/L, Cash Flow, Balance Sheet, and Financial Graphs statements in Excel).
  + Checked the consolidated financial statements are free from material misstatement.
  + Checked audit reports.
  + Managed the input of receipt vouchers, invoices, journal entries, petty cash, and reconciliation of bank statements .
  + Administration , Handling Incoming /Outgoing calls , Arranging and Filing Documents .

# Academic Background

* Manipal University Dubai, United Arab Emirates Master of Business Administration – Finance Class of 2015
* Mahatma Gandhi University RAK, United Arab Emirates Bachelor of Commerce – Accounting with

Computer Applications Class of 2013

* New Indian Model School Dubai, United Arab Emirates High School – Kerala Board Class of 2010
* Grace Central School Kerala, India

CBSE Class of 2008

* Kindergarten Starters Dubai, United Arab Emirates

Class till 2004

# Soft Skills

* Communication
* Quick Learner
* Team Player
* Hard Working
* Dedicated
* Flexibility
* Creative
* Positive Attitude
* Multi-Tasking
* Analytical
* Self-Motivated
* Time Management

# Computer Skills

* Microsoft Office Packages (Excel, Word, Power point, Access and Outlook).
* Peachtree Accounting Software / SAGE 50
* Tally.ERP9 (including VAT+ Payroll )

# Languages

* English – Written & Spoken
* Malayalam – Written & Spoken
* Hindi – Written & Spoken

# Additional Information

* **Nationality:** Indian

 **D.O.B:** 21-July-1992.

* **Gender:** Female
* **Marital Status:** Married
* **isa Status:** Valid Residence Visa.
* **Driving License:** Valid UAE Driving License

*References Are Available Upon Request*