**SREEJA**

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**SHARJAH**

***Experience: 9 Years in UAE & INDIA***

***Visa Type:***Husband’s Visa (Residence)

***Career Objective***

To seek a challenging career and work with commitment and passion in an organization focused on excellence; and to gain experience while working with the best talented personalities in the business, thereby to achieve success in my profession.

I do aspire to work in a competitive and environment-friendly Organization where I can apply my personal capabilities to the core and work more sincerely and effectively.

***Professional Overview***

**Worked as Accountant with M/s. Al Oyoon General Trading LLC (Export & Import of structural steel) from May 2015 to June 2017.**

***Snap Shot of Responsibilities:***

* All accounts works upto finalisation in Tally 9
* Receivable & Payable Accounting and preparation of Reports
* Co-ordinating with departments for Payment planning of Suppliers & Subcontractors.
* Preparation of Cash flow Report & Summary.
* Reconciliation of Creditors and Debtors Account.
* Reconciliation of Bank Accounts.
* Preparation of Imprest Accounts.
* Handling Petty Cash Account.
* Preparation of Journal Entries.
* Finalisation of Accounts.
* Preparation of Invoices and Delivery Notes
* Preparation of Credit Notes & Debit Notes
* Payments follow ups
* Good Knowledge in Tally

Other Responsibilities

* Preparing Quotations.
* Handling Material Test Certificate

**Worked as Accountant with M/s. Kavalakkat Agencies from Nov.’13 to Dec.’14**

***Snap Shot of Responsibilities:***

* Accounting all day to day transactions
* LC preparation
* Preparing invoices
* Maintaining bank books, net banking & bank reconciliation
* Maintaining purchase & sales accounts
* Dealing with party’s accounts
* Payment to vendors & payment collection from parties
* Keeping all books of Accounts

**Worked as Accountant with M/s. Frankfurt Technical Cont. LLC from October ‘2008 upto December, 2010 in Sharjah, UAE.**

***Snap Shot of Responsibilities:***

* Payroll (Staff Salary & Wages through WPS).
* Receivable & Payable Accounting and preparation of Reports
* Co-ordinating with departments for Payment planning of Suppliers & Subcontractors.
* Preparation of Cash flow Report & Summary.
* Reconciliation of Creditors and Debtors Account.
* Reconciliation of Bank.
* Preparation of Imprest Accounts.
* Handling Petty Cash Account.
* Preparing Quotations.
* Preparation of Journal Entries.
* Finalisation of Accounts.

**Worked as Accountant with M/s. George & Sons Pvt. Ltd. (A Company dealing in distribution of building materials) from Nov.’06 to Sep.’08**

***Snap Shot of Responsibilities:***

* Computerized Accounting (in Tally 9) up to Finalization
* Maintaining bank books, net banking & bank reconciliation
* Monthly sales tax return
* E-filing of sales tax return
* Maintaining purchase & sales book
* Inventory maintenance & control
* Dealing party’s accounts
* Payment to vendors & payment collection from parties
* Keeping all books of Accounts

**Accounts Assistant with M/s Media Video Ltd, New Delhi from July ‘05 to Sep. ‘06**

***Snap Shot of Responsibilities:***

* Assisting internal auditors
* Verification of Branch Accounts
* Bank reconciliation
* Dealing petty cash
* Preparation of dispatch orders & invoice
* Maintaining stock

***Academic***

* Graduated in Bachelor of Commerce, Calicut University, India , 2004

***Software skill***

* TALLY ERP 7.2& 9, MS OFFICE, Net Banking, Peachtree

***Personal Details***

Date of Birth 22nd December, 1981

Marital Status Married

Nationality Indian

Linguistic Abilities English, Hindi & Malayalam

Date of Issue 11.07.2008

Date of Expiry 10.07.2018