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Janeefa [Janeefa.333670@2freemail.com](mailto:Janeefa.333670@2freemail.com)

Objective

Exploring career progression opportunities with full of challenges in a leading organization where I can utilize my retail skill and leadership qualities to make a tangible contribution to the growth and profitability of the organization.

Education

* Completed 12th from New Indian Model School, Dubai in 2006.
* Completed B.com under Calicut University from AI Mihad Educational, Dubai in 2009.

Skills & Abilities

* Experience of working to tight deadlines with limited resources.
* Highly organized, proactive, hardworking, focused, & have attention to detail.
* Experience in managing large quantities of data.
* Experience of Microsoft office and internet.
* Strong awareness of banking sector.

Experience

Assistant Accountant | Berg Marine Engineering Co. L.L.C., Sharjah | April 2006- June 2007

* Provide assistance to prepare financial statements according to company policies.
* To complete and maintain sales invoices and reports
* Bank reconciliation, posting and balancing
* Monthly wages, petty cash and other journal posting
* Daily bank receipts postings
* Reports on debtors and creditors
* Carry out reconciliations of account, general ledger and sub-ledger.
* Provide financial information for business analysis and auditing when needed.

Credit reporter | infocredit / MECOS, DUBAI & sharjah | August 2007 – August 2010

* Cross check company details with the local database
* Proper research on the target company. Check the periodic and important websites and other sources (Chamber, DED, Free zone, information centers etc.)
* Follow up with companies to obtain necessary information for the report
* Verify information provided by the company and information obtained from the local database
* Collect information from date of inception to recent audited financial statement.
* Advice on credit limits.
* Compile comprehensive report based on information gathered from various sources and submit to the client
* Directly responsible for content, comments and recommendations on every report

Accountant / debt recovery officer | decol debt collections llc / TCM UAE, dubai | August 2010 – november 2015

ACCOUNTANT:

* Manages the account receivable & payable function within the organization’s established policies
* Develops and maintains relationships with banking and non-organizational accounting personnel in order to facilitate financial activities.
* Manages the preparation, distribution, and reporting processes for payroll. Oversees the calculation of wages, overtime, and deductions to ensure compliance with laws. Ensures that payments are disbursed timely and accurately. Establishes policies and procedures for the payroll function.

DEBT RECOVERY OFFICER:

* Handled recovery cases of major multi-national clients, like FedEx, Aramex,TNT, Eppco, UPS
* Recovered over 850,000/- Dhs within a year
* Represent client in Chamber of Commerce in arbitration when appropriate

PERSONAL DETAILS:

Nationality : Indian

Sex : Female

Date of Birth : 09th September 1987

Visa Status : Residence visa

Languages : English, Hindi and Malayalam

Marital Status : Married

Driving Licence: Holding a valid Driving Licence of Dubai.