



Rajeeena Nawaf

ACCOUNTANT



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OBJECTIVE

To be a successful professional in finance & accounts by joining an organization that can provide me opportunities to widen my skills to grow & expand with the organization. Disciplined attention to achieving immediate and long term goals and objective

PROFILE SUMMARY

- Have 4+ years of experience in accounts and front office management with reputed companies.
- Well versed in computerized accounting & MS Office Applications.
- Wide exposure to accounting policies & procedures.
- Efficient in Analyzing, Comparing and interpreting facts and figures quickly.
- Energetic and capable of working independently and a good deal of autonomy.
- Have excellent time management skills & can meet the deadlines without compromising on quality.
- Excellent communication & interpersonal skills.
- Self-motivated and hardworking with zeal for professional progress and career advancement through determination and dedication.
- Time management and organization skill

COMPUTER SKILLS

- Ms Office (MS Word, MS Excel & PowerPoint)
- Peachtree
- Tally ERP.9 & Tally Prime Accounting Software

PERSONAL DETAILS

Date of birth : 23-08-1987
Marital status : Married
Nationality : Indian
Gender : Female
Passport visa status : Husband sponsor visa

EXPERIENCE

PLASTELLO PLASTIC INDUSTRY L.L.C. (Umm Al Quwain, UAE)

Accountant cum Administrator
04 May 2022 - Present

Job Responsibilities: Recording daily transactions into Tally, Prepare invoices, Handling Petty Cash, Calculation of Salary and Over time, Issuing and receiving CDC and PDC, Handling Bills & Vouchers, Computation of VAT payables and VAT Filing. Preparation of monthly SOA of Receivables, preparing monthly reports. Reconcile accounts payable and receivable, Monitoring And controlling the expenditure, Stock report with category wise, preparing daily reports, Filing of Purchase bills, sales bills, Bank statements and other important company documents, preparation of quotations and LPO.

HYCOUNT PVC PIPE FACTORY L.L.C (Umm Al Quwain, UAE)

Accountant cum Administrator
10 march 2018 to 5 September 2019

Job Responsibilities: Recording daily transactions into Tally and Ledger books, Prepare Invoices, Handling Petty Cash, Calculation of Salary and over time, preparation of quotations and LPO. Stock report with category Wise, Issuing and receiving CDC and PDC, Filing of purchase bills, sales bills, Bank statements And other important company documents, Preparation of monthly SOA of receivables, Preparing Monthly reports, Reconcile accounts payable and receivable, Monitoring and controlling the Expenditure, Computation of VAT payables and VAT filing.

ATLAS STAR PLASTIC FACTORY L.L.C (Umm Al Quwain, UAE)

Accountant
10 November 2016 to 10 May 2017

Job Responsibilities: Prepare invoices, recording daily transactions into Tally and Ledger Books, Bank reconciliation and balance statements, Handling Petty Cash, Preparation of monthly SOA of receivables, Preparation of final accounts, Filing of purchase bills, sales bills, Bank Statements and other important company documents, preparing monthly reports, Calculation of Salary and over time. Issuing and receiving CDC and PDC, Monitoring and controlling the Expenditure.

GALAXY BUIDING CONTRACTING CO.LL.C (Umm Al Quwain, UAE)

Accountant cum Administrator
10 November 2014 to 30 October 2016

Job Responsibilities: Preparation of labours Time Sheet, Handling Petty Cash, Calculation of Salary and Over time, Filing of bills, Bank statements and other important company documents Prepare invoices, Telephone operating, Taking Xerox copy for engineers, Send E-mails for Receivables, Bank Reconciliation, Check day to day E-mails and send reply, Issuing and receiving CDC and PDC, preparation of quotations and LPO.

LIQUID PROPULSION SYSTEM CENTRE,ISRO (Kerala, India)

STENOGRAPHER

26 February 2007 to 25 February 2008

Job Responsibilities: Taking dictation from senior officers and draft the same, Day to day typing works in English, Preparing meeting minutes, Telephone operating, Check day to day E-mails and Send reply, Taking Xerox copy for senior officers, Filing of various documents.

EDUCATION

BACHELOR OF COMMERCE

Calicut University, India

DIPLOMA IN COMPUTERISED FINANCIAL MANAGEMENT

4site Info, India accounting

LANGUAGE

ENGLISH – TAMIL – HINDI – MALAYALAM

DECLARATION

I hereby declare that the above furnished details are true and complete to the best of my knowledge and belief.