



▶ SAJNA ANEESH

M.Com (Finance)

Sponsorship Visa (Husband's Visa)

DUBAI, UAE

Phone:(UAE) +971 50 390 2977

E-mail: sajnaasharaf7@icloud.com

Career Objectives

To Enhance my knowledge and capabilities by working in a dynamic organization that provides a platform for facing the challenges in the business world.

Professional Experience

SkyWheelz Car Accessories -India from Feb- 2020 to Mar- 2021.

SkyWheelz is an Indian based Automobile exclusive accessories showroom expertise in one stop solution for the new trending accessories and service station, established in June 2010.

Designation: Assistant Accountant

Job Profile

- Receive and process invoices and billing statements.
- Aid accounting staff and department with day-to-day accounting duties
- Issue invoices to customers and external partners, as needed.
- Review and file payroll documents
- Enter financial transaction into Microsoft excel sheet.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Preparation of purchase data reports into excel.
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Ensuring that information is accurately collated & entered into systems.

Education

Master's Degree

- Obtained Master's Degree in M.COM (Finance), conducted by Calicut University from I.C.A. College 2018-2020.

Bachelor's Degree

- Obtained bachelor's degree in B.com, conducted by University of Calicut from I.C.A College 2015- 2018.

Plus-Two

- Graded in Plus two (Commerce), conducted by Secondary School Examination, from I.C.A. Higher secondary school 2013-2015.

Internship

- Completed project entitled “A Study on E-Governance Services and Customer Satisfaction through Akshaya Centre Chavakkad, as part of final year Post graduation Course for a period of Six months.
- Attended Seminar on Intellectual property rights in global economy: Challenges in balancing economic growth and public welfare. Conducted by PG Department of Commerce and Management studies, Ansar Women’s College perumbilavu.
- Done project entitled “A Study on Employee satisfaction” at Lamiya Silks Kunnankulam, as part of final year under graduation Course for a period of One month.

Skills and abilities

- Quick learner
- Analytical
- Leadership skills
- Hard worker

Computer Knowledge

- Excellent with MS office

Personal Information:

- Date of birth :26-02-1995
- **Visa Status** : **Sponsorship Visa (Husband’s Visa)**
- Hobbies : Reading
- Language skills : Malayalam, English, Arabic (R &W)

Declaration

I hereby declare that the information and facts furnished above are true and correct to the best of my knowledge and belief.

Place:

Date:

SAJNA ANEESH