



## PROFILE

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

## CONTACT

☎ 0569767974

✉ [rinujanajeeb@gmail.com](mailto:rinujanajeeb@gmail.com)

## ADDRESS

Building No 16  
Al Minzal St, Near  
Burjeel Farha  
Hospital, Asharej,  
Alain  
UAE  
**Visa Status: Family Visa**

Nationality: Indian

## TECHNICAL SKILLS

Proficient in MS Office and Tally

## LANGUAGES

English, Malayalam, Hindi

# RINUJA RASHEED

## ACCOUNTS EXECUTIVE

### EDUCATION

#### B - Com Cooperation.

Mahatma Gandhi University.

Government of Kerala.

2008 - 2011

CGPA - 7.02

#### Plus Two Commerce with Computer Accounting

Department of Higher Secondary education

Government of Kerala

2006 - 2008

Aggregate Percentage of 75%

#### Board of Secondary Education.

SSLC, Government of Kerala

2006 March

Aggregate Percentage of 64%

### WORK EXPERIENCE

#### Accounts Executive (2022 to Present)

- Metro trading Est.,  
Near KSEB Substation, Main Eastern Highway  
Pathanapuram Kerala, 689695.

#### Junior Accountant (2020-2021)

- Triveni Supermarket and Supply Store  
Near Town Centre.  
Pathanapuram Kerala, 689695.

### ROLES AND RESPONSIBILITIES

- Daily report preparation
- Draft invoices, reports, and vendor payments
- Assist accountants with quarterly and year-end closings
- Responsible for compiling accounts payable transactions each month and creating a report.
- Responsible for keeping accounting department files accurate and organized
- Reports for management and stakeholders

### DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and behalf.