

RAVEENA RAJEEV

Accountant

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Dubai, United Arab Emirates



SUMMARY

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

STRENGTHS



Organizational Skills

Proficient in managing tasks and schedules



Communication

Excellent written and verbal communication skills



Customer Service

Excellent customer service skills

EXPERIENCE

2021 - 2023

India



Accountant

RP GROUP OF COMPANIES

Upasana Healthcare and Hospitals pvt ltd

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects

EDUCATION

07/2017 - 04/2020

Trivandrum



Bachelor of Commerce

University of Kerala

SKILLS

Customer Service

Strong communication skills

MS Office

Great attention to detail

Proven experience as a junior accountant

Administrative support

Excellent organizing abilities

LANGUAGES

English
Proficient



Hindi
Beginner



Malayalam
Native

