

Sheena Fathima

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CAREER PROFILE

Skilled, qualified and professional personnel, with a proven track record of managing day to day work as per the established procedures and guidelines of the organization. Seeking for a challenging position in a fast-paced organization and be part of a dynamic team and contribute to the growth and development of the organization.

PROFESSIONAL STRENGTHS

- Possessing more than nine years' experience in Accounts, Purchase and Warehouse Management.
- Ability to perform tasks efficiently and effectively with team members and third parties.
- Excellent written and verbal communication skills
- Extensive knowledge of ERP software's like **Inspire, Focus & Tally**.
- Extensive knowledge of Microsoft Windows, Office, PowerPoint, Adobe, and the Internet
- Ability to solve problems and make decisions quickly and efficiently
- Experience in coordination of various activities with team members and other companies.
- Possess outstanding time management and organizational skills
- Ability to work under pressure and meet deadlines
- Excellent interpersonal skills.
- Excellent written and verbal communication skills in three languages – English, Hindi & Malayalam and excellent verbal communication skills in Tamil.
- Possessing UAE Driving License

EDUCATION SUMMARY

- **Master in Business Administration** specialized in Finance Management Bharathiar University
- **B.Com** (Bachelor of Commerce), Kerala University, 2007

PROFESSIONAL EXPERIENCE

TAV Information Technologies

September 2016 – Till date

Accountant & Inventory Administrator

Duties and Responsibilities

- Passing journal vouchers.
- Preparing sales invoice.
- Handling ledger accounts & petty cash.
- Handling payables & receivables.
- Preparation of monthly management reports.
- Preparing Salaries of all the employees.
- Customer & Supplier Ledger Reconciliation.
- Preparing accounts payable vouchers and printing checks and supporting documents.
- Answer all phones and enquiries regarding bills.
- Assists external auditors in their review and analysis of company financial records by providing requested information.
- Manage various banking transactions as per the requirement of the company.
- Arranging required trainings for staff.
- Monitors and maintains current inventory levels;
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Processes purchasing orders as required; track orders and investigates problems.
- Documentation duties.

Bonn Metal Industries LLC

May 2014 – June 2016

Accountant CUM Purchaser

Duties and Responsibilities:

- Handled ledger accounts, petty cash, payables & receivables.
- Passing purchase journal vouchers.
- Prepared sales invoice.
- Prepared of monthly management reports.
- Prepared Salaries of all the employees.
- Prepared accounts payable vouchers and printing checks and supporting documents.
- Customer & Supplier Ledger Reconciliation.
- Payment follow-ups.
- Answered all phones and enquiries regarding bills.
- Assisted external auditors in their review and analysis of company financial records by providing requested information.
- Managed various banking transactions as per the requirement of the company.
- Used Inspire software.
- Arranging required trainings for staff.
- Coordinating the timely delivery assigning the required manpower and transport.
- Ensuring proper and timely delivery is made to the walk-in customers.
- Coordinating the purchasing of the raw materials with various suppliers.
- Monitor stock levels and identify purchasing needs
- Research potential vendors
- Track orders and ensure timely delivery
- Update internal databases with order details (dates, vendors, quantities, discounts)
- Conduct market research to identify pricing trends
- Evaluate offers from vendors and negotiate better prices
- Prepare cost analyses
- Maintain updated records of Quotations, LPOs, invoices and contracts
- Follow up with suppliers, as needed, to confirm or change orders
- Liaise with warehouse staff to ensure all products arrive in good condition

Marine capabilities (Marcap LLC)

January 2013 – March 2014

Accountant

Duties and Responsibilities:

- Passing purchase journal vouchers
- Preparing sales invoice
- Handling ledger accounts & petty cash
- Handling payables & receivables
- Preparing employees salary detail reports for the Finance Manager.
- Assisting for internal auditing.
- Provide assistance in preparation of monthly management reports
- Customer & Supplier Ledger Reconciliation
- Preparing accounts payable vouchers and printing checks and supporting documents.
- Answer all phones and enquiries regarding bills.
- Assists external auditors in their review and analysis of company financial records by providing requested information.
- Manage various banking transactions as per the requirement of the company.
- Using Focus software.

Leminar Air-conditioning, Abu Dhabi

March 2010 to September 2011

Assistant Accountant

Duties and Responsibilities:

- Handling statement of account
- Preparing quotations and sales invoices
- Handling ledger accounts & petty cash
- Preparing balance sheets
- Follow-up customers for payment
- Keep track of all financial dealings on a daily basis
- Sorts documents and posts debits/credits to proper account. Balances entries and makes necessary corrections.

- Verifies statement items and totals with department records.
- Computerized entries of various financial details
- Supporting Back office works like filing, organizing, etc.
- Maintaining and managing an inventory of available stock and reporting to the manager or the stores to order more stock making sure the stock level does not fall below a certain level.
- Coordination of the sales team.

Lotus Advertising Company, Kerala

6 Months (2009)

Accountant

INDUSTRIAL EXPOSURE

- Organizational Study and Worked in LEMINAR, AL-SHIRAWI Group of Companies, Dubai.
- Organizational Study in Asthetix Systems ,Dubai
- Project on the topic 'Financial Performance Analysis' in Kerala Agro Industries.
- Mini project on Computerization in Co-operative Service Society, India.

OTHER COURSES

- Diploma in Computer Financial Accounting, Tandem, Kerala

LANGUAGES

English, Hindi, Malayalam and Tamil

PERSONAL DETAILS

Date of Birth	:	01/03/1986
Relationship status	:	Married
Nationality	:	Indian
Employment Status	:	Employed
Visa Status	:	Husbands Visa
Passport No.	:	G7361786
UAE driving license No	:	2269160

REFERENCE

Available on request