

# JEENA SHAMSUDHEEN

## GENERAL ACCOUNTANT

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## PROFESSIONAL SUMMARY

I am a qualified professional with over 5 years of experience in accounting and 1.5 years in human resources management. I excel in reconciliations, process optimization, preparation of Financial Statements, MIS, and compliance, as well as fostering effective employee relations and streamlining HR operations. My goal is to contribute my skills and expertise to an organization that values growth and innovation, while further enhancing my abilities and driving meaningful results in a challenging and evolving environment.

## AREAS OF EXPERTISE

- Financial Reporting & MIS
- Accounts Payable (AP) & Receivable (AR)
- Bank & Branch Reconciliation
- Budgeting & Forecasting
- Payroll Calculation & Processing
- Process Optimisation
- Team Leadership & Staff Training
- ERP & Accounting Software: Tally Prime, Tally ERP 9, Manager Accounting Software, Xero, Zoho
- MS Excel: Advanced (IF, AND, OR, Nested IF, SUMIF, SUMIFS, COUNTIF, COUNTIFS, VLOOKUP, HLOOKUP, XLOOKUP, Pivot Tables, INDEX, MATCH, INDEX-MATCH)
- Technical Skills: Proficient in Mega POS, Google Sheets, Google Drive, MS Word, and MS PowerPoint.
- GST & TDS
- Email Drafting & Communication:

## PROFESSIONAL EXPERIENCE

### Assistant Accounts Manager

*CorporatHaus Partners India Pvt Ltd, Ernakulam*

Sep 2023 - May 2025

- Supervised daily accounting operations across 8 outlets, and provided timely guidance to team members.
- Oversaw and verified Accounts Receivable, Accounts Payable, Petty Cash Claims, and Branch and Bank Reconciliations for 8 restaurant outlets of a major client operating in Singapore and Thailand.
- Responsible for verifying and providing GST details for quarterly filing across 5 companies.
- Monthly Ageing Reports, Outstanding Creditors' Reports, Projected P&L Accounts and Cash Flows, Forecasted Monthly Revenues & Expenses, Cash Sales & Deposit Variance Reports, Credit Receipt Report, Financial Reports and Reports for Cost Control for 6 outlets.
- Prepared quantity-wise sales and internal transfer reports for a brewery outlet.
- Prepared monthly Profit & Loss Variance Analysis Reports for a restaurant outlet in Thailand, comparing performance across the same months of different years to identify trends and deviations.
- Provided weekly Profit & Loss Accounts, Weekly Sales Summaries and monthly MIS Reports with Individual and consolidated Profit & Loss Accounts, Cash Flow Statements, and Salary details of 7 Outlets operating in Singapore and one in Thailand with Chart Representation.
- Assisted in AIS filing by providing personal and payroll details of 30+ employees across 5 outlets for the period January 2024 to December 2024, filed in January 2025.

## Accountant

*Saju Jinsho & Co (Yesjay Associates), Ernakulam*

Apr 2023 – Sep 2023

- Carried out day-to-day accounting tasks for 5 branches of the firm, Invoice entry and updating 9 bank statements.
- Managed Accounts Receivable, Accounts Payable, Intercompany Account Reconciliations, Voucher Filing, and prepared daily and monthly Sales Reports for 5 inter-companies.

## Accountant

*Bluedot Medical Assistance/ Bluedot Air Ambulance, Ernakulam*

Aug 2021 - Mar 2023

- Oversaw daily accounting operations, Voucher Filing, Accounts Receivable and Accounts Payable, Reconciliation of Branch account in India with the headquarters accounts in UAE.
- Verified petty cash claims for doctors, nurses and marketing executives related to the patient transfers and other official travels and meetings.
- Ensured monthly GST filing and calculated TDS for monthly challan payments and quarterly filings.
- Prepared monthly Profit and Loss Reports and assisted in developing a 5-year Budget.

## Accounts Trainee

*SVAR & Associates, Ernakulam*

Feb 2020 - Aug 2021

- Performed Journal Entries, General Ledger, Trial Balance, Audit Support, GST monthly filing, and GST audits.
- Managed AGM filings for clients, including the preparation and submission of AOC-4, MGT-7, ADT-1, DIN updates and ensuring timely filing with the ROC.

## EDUCATION

**MBA (Finance & HR) - Mahatma Gandhi University (2014-2016)- 68%**

**Bachelor of Commerce (Finance) - Mahatma Gandhi University (2011-2014)- 80.5%**

## SKILLS

- Quick learner with strong adaptability
- Eager to take on new responsibilities with confidence
- Managing responsibilities independently and in teams
- Smart and Hardworking
- Strong Analytical & Problem-Solving Skills

## PROJECTS

- **The trend of Non-Performing Assets at Kotak Mahindra Pvt Ltd-** identified increasing NPA trends.
- **Organisational Study at Syama Dynamic Project Developers Pvt Ltd-** Analysed the company's structure, key functions, and operational procedures to gain practical insights into its business operations.

## CERTIFICATIONS

- **Tally ERP 9 - G-Tec Computer Education, Aluva (March 2018).**
- **UAE VAT & Corporate Tax with Zoho Software - Onacademia (Ongoing).**

## LANGUAGES

- Malayalam- Native
- English- Fluent
- Hindi- Read & Write
- Arabic- Read & Write

**REFERENCES-** References available upon request