



SANITHA RASHEED

Contact

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Professional summary

Office Coordination: Developing procedures, organizing and processing e-mails efficiently, handling petty cash, estimating costs and monitoring expenditures.

Computer efficiency in MS Office, Tally ERP.

Academic

- MBA- HR & Marketing (2012)
- Bachelor of Commerce with Tally (2010)
- +2 Commerce (2007)

Career history

Westbrook Interiors (Dubai,UAE)

Administrator **June 2015- Aug 2016 (15 Months)**

Duties:

- Documents Collection and Verifying
- Job Cards issue and updating
- Certificate maintaining
- Salary details preparing
- Staff support and Managing

Master's Industrial Training Institute and College of Engineering

Administrator **Jan 2015- Jun 2015 (6 monts)**

Duties:

- Supervising and tracking of institution and Faculty.
- Managing marketing activities and publicity for the firm.
- Handling teaching and technical staff and controlling time.
- Handling and clearing student's problems.
- Reconciliation of Account Activity and Daily Cash receipts.
- Prepare and submit regular agency bank deposits, handling petty cash, estimating costs and monitoring expenditures.
- Responsible for handling & interacting with clients, team members staff, customers and other business contacts and follow up on client inquiries and complaints.
- Coordinate the purchasing and ordering of office supplies as required by seeking

- Prepared Bank & External Fund Manager Reconciliation.
- Prepared Monthly, Quarterly, and Annual Reports.
- Reconciliation of Account Activity and Daily Cash receipts.

Basheer and Shahid Exporters

Accountant Dec 2013- Dec 2014 (13 Months)

Duties:

- Analysing financial data and making conclusions.
- Involved in producing and analyzing yearend financial accounts.
- Helping to produce the company's tax return.
- Preparing monthly management accounts.
- Helping departments to plan, manage and report their budgets forecasts
- Prepared Journal Entries and Ledger Accounts.
- Prepared Bank & External Fund Manager Reconciliation.
- Prepared Monthly, Quarterly, and Annual Reports.
- Reconciliation of Account Activity and Daily Cash receipts.

**Areas of
Expertise**

- ✓ Confident, effective, skilled planner and organizer.
- ✓ Expert communication skills, both written and verbal.
- ✓ Highly organized. Ability to work under pressure in fast-paced environment.
- ✓ Interact well with colleagues, supervisors and management.

Personal details	Date of Birth	:	12th Oct 1989
	Gender	:	Female
	Marital Status	:	Married
	Religion & Cast	:	Islam, Muslim
	Nationality	:	Indian
	Language Known	:	English, Hindi & Malayalam
