



SHANU ASSANARU KUNJU

OBJECTIVE

To build a successful career in a professional Organization enabling me to contribute significantly to the growth of an organization, which will enhance my skills and knowledge for the exponential growth of an organization.

CONTACT

+971551511270

shanualathoor@gmail.com

EDUCATION

Bachelor of commerce
2002 (Chattisgarh University).

CERTIFICATIONS

Certificate In Tally

Data Line Computer ITC, Kollam,
Kerala, India

Certificate Course in Entrepreneurship (CCE)

Centre for IT and the networked
Economy at Indian School of Business
and CSC Academy

WORK EXPERIENCE

Company Name : Du Plas Alsharq (LLC)
Destination : Dubai
Job profile : Junior Accountant
Work Experience : January 2006 to February 2008

Company Name : A-One Milk Product (p)Ltd,
Destination : Kerala.Kollam
Job profile : Junior Accountant
Work Experience : April 2008 to June 2011

Company Name : Roopesh Associates
Destination : Kollam,Kerala
Job profile : Accountant
Work Experience : August 2011 to January 2020

- .Maintaining day to day Accounts&Petty cash
- Preparation of ledger accounts
- Preparation of Payrolls&maintaining records of the muster rolls of the employees at site and keeping track of their records with the Head office.
- Banking activities (Payment&collection&Deposit of cash receipts from client, etc...)
- Handling Inter branch transaction&reconciliation.
- Co ordinating with Head office administration&Finance department,over Telephone and via email correspondences on day to day site requirements&dealing
- Maintaining Store register,Stock management&Assistance to Logistic department,
- Assisting the Auditors for prearing Finanal statement.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Resolve accounting discrepancies.
- Prepare profit and loss statements and monthly closing and cost accounting reports.

PERSONAL DETAILS

Date of Birth : 17/04/1982

Nationality : Indian

Caste : Muslim

Marital Status : Married

Passport No : W7786895

Visa Status : Visit

Oct 2021 – Present (Part time work)

Sales Executive (Agent code : 9000194617)

Motor Vehicle Insurance & Health Insurance

Department: National Insurance Company Ltd India

- Issuing the Policy as per the customer requirements.
- Developed and maintained relationships with current customers and provided service and maintenance of renewal policies.
- Ensured appropriate follow-up with members and clients to gain necessary information
- Completed all training programs outlined by company

PROFESSIONAL SKILLS

- Microsoft Windows 10
- MS OFFICE,
- Adobe Photoshop
- Good in Microsoft Excel

LANGUAGES KNOWN

- English, Arabic (Read/Write), Hindi, Malayalam

DECLARATION

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Yours Truly

SHANU ASSANARUKUNJU