



HARISHA NAJEEB

CONTACT

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📍 Address

✉ harishanajeeb123@gmail.com

EDUCATION

MASTER'S OF COMMERCE

Calicut University – India
May 2012

BACHELOR'S OF COMMERCE

Calicut University – India
April 2010

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Malayalam

PERSONAL

Date of Birth : 28-09-1990
Gender : Female
Religion : Islam
Nationality : Indian
Marital Status : Married
Visa Status : Husband Visa

ABOUT ME

Dedicated and driven professional committed to enhancing organizational efficiency and effectiveness. With a passion for continuous improvement, I strive to contribute significantly to any team I join. Seeking a career that allows me to utilize and further develop my skills while making meaningful contributions. Known for my strong work ethic, adaptability, and proactive approach to problem-solving.

WORK EXPERIENCE

GLOCHAR TRADING L.L.C. – Dubai, UAE | Sales
Aug. 2023 – Present

SREEKUMAR & ASSOCIATES – India | Accounts Assistant
6 Months

ALHIND TRAVELS – Edappal, India | Accountant
1 Year

GEMS REAL-ESTATE – Dubai, UAE | Accountant
6 Months

JOB RESPONSIBILITIES

- Generate profit and loss statements, monthly closing reports, and accounting summaries.
- Analyze financial data to prepare entries for general ledger accounts and document business transactions.
- Establish, maintain, and coordinate accounting procedures and controls.
- Review budgets and expenditures for various funding sources, including local, state, federal, and private contracts and grants.
- Monitor accounting reports for accuracy and completeness.
- Prepare and review budgetary, revenue, expense, and payroll entries, as well as invoices and other financial documents.
- Clarify billing invoices and accounting policies to staff, vendors, and clients.
- Address and resolve accounting discrepancies promptly.

COMPETENCES

Communication Skills

Time Management

Critical Thinking

Problem-Solving

Adaptability

Leadership