

LIJI ABDUSSALAM

Ph : +91 9567235415

Kilimanoor, Trivandrum, Kerala

[Email- lijiitechno@gmail.com](mailto:lijiitechno@gmail.com)



Career Objective

It is worth mentioning to add here that my career planning calls for a long term working in a growth oriented reputed organization like yours with forward dynamic management whereby my professional qualifications, wealth of experience willingness to work hard etc., will be appreciated to the fullest extent possible.

My Key Achievements

- 2 years 7 months Gulf Experience in working as Accounts & Sales department.
- Awarded twice as Super Talented Achiever" (STAR) in IBM, India.
- Experienced in Computerised Financial Accounting like Tally, Peachtree, Focus & Sage
- Experienced in ERP Applications like Lawson, CDC SRM and SAP
- Office Administration, Accounting and Documentation skills.

Working Experience 7 years 6 months

Work period	Role	Company
May 2016 –July 2017	Accounts/Credit controller/ Sales	Aluline, Dubai
Job Profile <ul style="list-style-type: none">➤ Handled to do reconciliation of accounts and arranged to collect the outstanding receivables of the company.➤ Handled sales department on replacement of a colleague as instructed by the management .➤ Sent quotation and followed up for the approval of the same with the client and arranged prompt delivery of the same as customer required➤ Co ordinate with dubai chamber of commerce for attestation of certificate of origin regarding the export of goods.➤ Handled export and import of company products.➤ Bank reconciliation		

Work period	Role	Company
Oct 2011 –Mar 2012	Accountant	Almoe, Dubai
Job Profile <ul style="list-style-type: none"> ➤ Handled the accounts of the company. ➤ Handled customer service department efficiently with prompt responses and clarifications on colleague's vacation ➤ Bank reconciliation ➤ Invoicing , collection of receivables & Accounts payable ➤ Handled accounts in inter company Abcom also. ➤ Supervised inventory management ➤ Procurments – imports/local ➤ Co ordinate with Clients /Consultants 		
Work period	Role	Company
Oct 2010 – Sep 2011	Accounts Coordinator	Pegasus Innovative Decoration- Dubai
Job Profile <ul style="list-style-type: none"> ➤ Handle the accounts of the company mainly concentrating on finalization of accounts ➤ Bank reconciliation ➤ Invoicing & Collection of receivables ➤ Inter company accounts ➤ Inventory management ➤ Procurements – imports/local ➤ Review the requirements and prepare quotations for a proper product for the projects ➤ Co ordinate with Clients /Consultants 		
Work period	Role	Company
Jan 2007 – Dec 2009	Senior Finance	IBM , Bangalore
Job Profile <ul style="list-style-type: none"> ➤ Joined as Finance Executive on 4th Jan 2007. ➤ Indexed ERP applications like Lawson and CDC Po, Non Po, Paid and Posted and Paid invoices in GIW and Pcards. ➤ Certified by IBM for successfully completing “Six Sigma training program” ➤ Trained for processing lpo, non po , paid and posted and paid invoices in leisure time of indexing. 		

➡ Promoted to full time Lawson (ERP application) processor from 1st April 2007 onwards.

➡ **Awarded twice as Super Talented Achiever" (STAR) in IBM.**

➡ Processed invoices in **SRM**(Supplier Relation Management) and **SAP**.

➡ **Promoted as Senior Finance Executive(Band 4).**

➡ Handled **SAP** for creating vendors, purchase orders and GRN as per client's request and solving the queries especially which relates to payment made to the requisitioner/vendor.

Work period	Role	Company
July 2006 to Jan 2007	Audit Assistant	Chartered Accountant Firm

Job Profile

- ➡ Joined as Audit Assistant
- ➡ Preparation of financial statements both manually and using softwares (like Tally and MS Excel).
- ➡ Bank Reconciliations
- ➡ Auditing of Trading and Non Trading organizations.

Work period	Role	Company
Apr 2005 to Oct 2006	Assistant Accountant	Taxation Consultation Centre

Job Profile

- ➡ Joined as Assistant Accountant
- ➡ Assisted the Accountant in the preparation of petty cash book, financial statements and so on.

EDUCATION

2016 **EMBA in Financial Accounting Management & Banking Management**

2003 - 2006 **Bachelor in Commerce (B Com.)**
 Kerala University [N.S.S College for Women, Neeramankara]

COMPUTER QUALIFICATIONS

July 2006	Post Graduate Diploma in Computer Applications ,	Govt Of India
	[83% marks]	
Mar 2004	Diploma in Computerised Financial Accounting,	Govt Of India
	[84% marks]	

Sep 2003	Diploma in Computer Applications , Govt Of India [85% marks]
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COMPUTER PROFICIENCY

Operating System	: Windows 7, 2008 , 2003, XP
Accounting Packages	: Tally 6.3 & 7.2, PeachTree, Focus, Sage
Office Package	: MS Office 2010 [Word, Excel, Powerpoint, Access]
ERP Applications	: ERP Applications like Lawson SRM SAP (mainly MM module and FICO)

SKILLS

- Ability to work within multi-cultural teams & Under pressure.
- Professional knowledge & usage of all Microsoft related applications.
- Excellent Communications Skills

PERSONAL DETAILS

Age & Date of Birth	38 Years, 19 March 1985.
Sex	Female.
Marital status	Married.
Nationality	Indian.
Passport number	S 0062207
Expiry date	21/03/2028
Place of issue	Trivandrum.
Language known	Fluent in English & Malayalam (Read, Write + Spoken)

DECLARATION

I do hereby declare that all the details stated above are true and correct to best of my knowledge and belief.

Liji Abdussalam.