

Renjith V Shaji

ACCOUNTANT



Professional Summary

A seasoned Senior Account Executive with over 5 years of experience. Proven expertise in financial document preparation, budgeting, and creating financial reports. Adept at using QuickBooks, Excel, and other accounting software to streamline processes and ensure accuracy. Recognized for excellent problem-solving skills and the ability to stay calm under pressure. Committed to delivering reliable financial insights that support strategic decision-making.

Employment History

**Zealogs IT Solutions Pvt Ltd, Kerala, India-
(Subsidiary of Zealogs Technologies Sole Pro LLC, Abu Dhabi, UAE),
Senior Accounts Executive**

06/2023 - 02/2025

- Prepared and maintained financial statements, balance sheets, and profit & loss reports.
- Managed accounts payable and receivable, ensuring timely payments and collections
- Reduced financial discrepancies by conducting regular, thorough account reconciliations.
- Analyzed spending patterns, recommended budgets, and controlled expenses.
- Assisted with month-end and year-end closing processes.
- Assisted with budgeting and forecasting activities.
- Performed variance analysis to identify trends and discrepancies.
- Supported the preparation of tax filings and compliance requirements.
- Verified and reconciled payroll data to ensure accuracy.
- Reviewed intercompany transactions to ensure accuracy and compliance.
- Collaborated with auditors to complete audits and closed accounts.

Accounts Executive

09/2021 - 05/2023

- Verified and recorded financial transactions, such as accounts payable and accounts receivable.
- Managed and processed invoices, receipts, and payments.
- Reconciled bank statements and ensured the accuracy of financial data.
- Assisted with payroll processing and maintained employee records.
- Compiled and prepared financial reports, including balance sheets, income statements, and cash flow statements.
- Monitored and tracked expenses, ensuring they were appropriately categorized and recorded.
- Assisted in the preparation of budgets and financial forecasts.
- Maintained accurate and organized financial records and documentation.
- Responded to inquiries and resolved discrepancies related to financial transactions.
- Assisted with general administrative tasks within the accounting department.

Personal Details

Dubai,
United Arab Emirates
+971 56 763 6641
renjithvshaji83@gmail.com

DATE OF BIRTH
04/07/1996

NATIONALITY
Indian

Education

Master of Commerce in Finance

01/2018

Skills

QuickBooks, Tally , Zoho, SAP B1,
SAP Fico and SAP MM
Microsoft Office
VAT Compliance
Cross- Functional Collaboration
Problem Solving
Process Optimization
AI Tools -Chat GPT, Copilot, Gemini
and Claude Ai,etc

Certification

**Diploma in Corporate Accounts and Material Management,
Accountants Service Society**

08/2019

Languages

English
Hindi
Malayalam

Accounts Assistant, Megabyte Outsourcing Venture E (OPC) Pvt.Ltd., Kollam, Kerala

10/2019 - 03/2021

- Recorded financial transactions and maintained accurate general ledgers.
- Processed and reconciled bank statements, invoices, and receipts.
- Performed bank reconciliations and ensured the accuracy of financial data.
- Prepared financial reports, including balance sheets, income statements, and cash flow statements.
- Assisted with payroll processing and maintained employee records.
- Monitored and tracked expenses, ensuring they were correctly categorized and recorded.
- Collaborated with team members to ensure data integrity and consistency.
- Reviewed and verified the accuracy of data entries.
- Entered financial data accurately into accounting systems or spreadsheets.
- Performed data analysis and identified discrepancies or errors.

Rewards

Special Recognition Award, Zealogics IT Solutions Pvt Ltd,

This is awarded to for excellent performance and invaluable contributions to the organization.

Links

[LinkedIn](#)

Visa Status

Visit Visa (Valid Up to 24 th April 2025).