



SHYNI P.A



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Dubai, UAE

PROFILE

Highly organized and detail-oriented Office Administration Assistant with experience in managing office schedules, documentation, and communication. Proficient in handling invoicing, coordinating logistics, and maintaining filing systems to ensure smooth operations. Adept at managing office supplies, supporting staff travel arrangements, and acting as a liaison between internal departments and external clients. Seeking a challenging position to utilize my administrative and organizational skills.

EDUCATION

2011 - 2013 | **BACHELOR OF COMMERCE**

University of Calicut

SKILLS

Front Office Management

Customer Service

Data Integrity

Logistics Coordination

Security Compliance

Contract Administration

Leadership

Communication

Reception Duties

Document Handling

Team Collaboration

Bank Reconciliation

Bookkeeping

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Nov 2023- Feb 2025

Terramar ME FZCO, Dubai

- Provided administrative support by managing office schedules, correspondence, and documentation.
- Handled invoicing and ensured timely processing of payments and transactions.
- Coordinated logistics, including shipments, deliveries, and travel arrangements for staff.
- Maintained records and filing systems for smooth office operations.
- Assisted with preparing and proofreading reports, presentations, and other business documents.
- Managed office supplies and kept inventory up to date.
- Supported HR with onboarding, attendance tracking, and maintaining employee records.
- Communicated with internal teams and external clients to ensure smooth workflow.
- Assisted the finance team with bookkeeping and financial reporting.
- Greeted and welcomed visitors, ensuring the reception area was tidy and organized.
- Monitored office security and managed access control.
- Coordinated tasks between sales, back office, and customers to streamline processes.
- Managed administrative tasks for contracts and coordinated shipping and receiving.

ACCOUNTANT & ADMINISTRATIVE ASSISTANT

Aug 2022- Sep 2023

SIXGENE ACCOUNTING SERVICES, Dubai, UAE & Kannur, India (Remotely)

- Post and process journal entries to ensure all business transactions are recorded.
- Preparation and presentation of company's final book of accounts including Balance sheet, Profit & loss.
- Verifying and inspecting the books of accounts such as accounts payables, accounts receivables, income, expenditure and asset additions to confirm completeness and accuracy.
- Handling daily transactions of petty cash and ensure that reconciliations are completed daily basis contacting clients and send reminders to ensure timely payments.
- Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.

CERTIFICATIONS

- SAP FI and CO – 2022
- SAP MM – 2022
- Advanced Excel – 2022
- Master in International Accounting
- Certificate in Computer Teaching
- MS Office Suite
- Microsoft Navision

LANGUAGES



PERSONAL DETAILS

DOB	31 May 1985
Address	UAE
Gender	Female
Marital Status	Married
Nationality	Indian
Passport No	V478556
Date of Expiry	23-11-2031

- Entering and updating company, employee, and client records.
- Provide supporting documentation for Audit.
- Providing administrative support to ensure efficient operation of office.

ACCOUNTANT

Aug 2021- Jul 2022

KR GOUP OF HOTELS, Kerala, India.

- Collaborated with senior accountants to execute various accounting tasks.
- Posted journal entries and maintained company ledgers, ensuring accurate financial transactions and bank reconciliation.
- Coordinated month-end procedures, including preparing financial statements (Profit & Loss, Financial Position, Trial Balance, Cash Flow).
- Ensured accurate and timely monthly, quarterly, and year-end close.
- Resolved accounting discrepancies and interfaced with external auditors.
- Managed accounts payables and receivables for timely payments and collections.
- Reconciled bank statements and maintained petty cash reports.
- Verified payments and deposits, coordinating with the bank.
- Managed payroll activities and updated expense reports.

PERSONAL ASSISTANT

Oct 2020- Jun 2021

Euro Academy, Kerala

- Provided high-level administrative support to senior management, including managing schedules, arranging meetings, and handling correspondence.
- Coordinated travel arrangements, accommodations, and itineraries for executives.
- Assisted in the preparation of reports, presentations, and other important documents.
- Maintained and organized files, ensuring easy access to information and confidentiality.
- Managed incoming calls, emails, and inquiries, providing prompt responses and directing them to appropriate departments.
- Assisted with event planning and logistics for workshops, conferences, and meetings.
- Maintained strict confidentiality while handling sensitive business and financial documents

FRONT OFFICE MANAGER

Nov 2019- Feb 2020

UIT CADD International, Kerala, India

- Prepared daily invoices report for management and clients.
- Ensured timely and accurate customer service, handling complaints and requests.
- Managed office supplies, updated records, and maintained an orderly reception area.
- Monitored office budget and coordinated company events (meetings, seminars, trade shows).
- Implemented new policies to ensure compliance with industry standards.

DECLARATION

Hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of belief and knowledge.

SHYNI P.A