



# MUHAMMED SHAHEEL PP

## Accountant and Sales coordinator



"To broaden my horizon and attain self-actualization by acquiring more knowledge and skills to gain a competitive edge in today's competitive world and be a valuable asset to the organization I work for"

### Professional Overview

Pro-active Finance Graduate with proven leadership & Analytical skills. 5 years' experience in Finance and Accounts presently looking for a position that offers wide exposure and long term career development opportunities.

### Academic Qualification

Higher Secondary Education in Commerce

Bachelors of Commerce(B COM)

### Core Strength

- Quick learning capacity
- Computer/Technical Skill
- Ability to work under pressure and to deadlines.
- A dedicated team worker
- Strong Analytical Skill

### Computer Skill

- Focus
- Quick Books
- MS Office
- Tally ERP 9
- Orion ERP

### CAREER HISTORY

#### ○ **FINeway International Trading LLC – (Dubai)**

**"Division of TALAL Group" (Since-Oct-2016 to Dec-2020)**



##### **General Accountant**

- Collection of relevant data from reservation and operation department
- Passing Entry to the Account
- Tax Invoicing
- VAT Filing and Return to FTA
- Accounts receivable Management : Reconciliation of receivables, clarifying discrepancies if any with the client
- Accounts payable Management
- Management of Asset and Liability account.
- Petty cash Management
- Bank reconciliation
- Salary Administration – Preparation of WPS File, calculation of Over time of the employees
- Managing PDC receivable and payable
- Internal Auditing
- Assistance for annual Auditing
- Preparation of Final Accounts
- Analysis of Financial Statement
- Submission of reports to the management
- Maintain and tracking of Loan Account and repayment of Loan
- Keeping record of Vehicle maintenance and Fuel tracking
- Renewal of Company's trade License
- Keeping record for Company/vehicle Insurance and renew on time
- Maintain Staff records
- Full and Final Settlement
- Basic PRO Works
- Reservation and operation of tours and excursion
- Inbound Tour operation-UAE : Thorough knowledge in Tourism Products in UAE

#### ○ **ALBA COLLECTIONS TRADING LLC (Aug-2016 to Oct-2016 )**

**"Division of TALAL Group"- (Dubai)**



##### **General Accountant**

- Check the closing entries of previous days with the Supporting Documents
- Income and Expense entries
- Bank reconciliation
- Document Filing
- Assisting in Stock taking
- Assisting in Analysing the Statement of Account
- Work with procurement team
- Invoicing
- Receivables and Payments



## Personal Dossier



Dubai, UAE



+971 557922458



**muhammedshaheelshahi@gmail.com**



muhammedshaheel1



Passport

:P 1002745

**Driving License : India & UAE (Dubai Valid Licens no: 3974625)**

**Nationality** : Indian

**Marital Status** : Single

**Date of Birth** : 20-05-1994

**Gender** : Male

### Languages:

Malayalam, English,

Hindi ,Tamil (manageable),

Arabic (Read and Write),



## V4 CONSULTANCY PVT LTD (INDIA) 2015-2016

### Accounts Trainee

- Check the closing entries of previous days with the Supporting Documents
- Income and Expense entries
- Bank reconciliation
- Document Filing
- **VAT** Filing and Return to **Kerala Commercial Taxes**
- Assisting in Analysing the Statement of Account
- Work with procurement team
- Tax Invoicing (**8F & 8B**)
- Invoice Auditing for Clients
- Formation & Creation of whole kinds of Tax Forms under KVAT



### Professional Abilities

- Result-oriented with comprehensive experience in Business Development & Relationship Management.
- Strong troubleshooting and organizational skills.
- Flexible and analytical with a keen eye for details; skilled in synthesizing and editing information to achieve overall objectives
- Multi-tasking with positive attitude
- Self-motivated with the ability to work well under pressure & meet deadlines with ease
- Well-versed with multitudes of different cultures
- Computer literate and the ability to acquire technical skills easily. Computer experience includes MS Office, various Accounting Softwares
- Sound understanding of Accounting standards and Principles
- Excellent interpersonal skills and persuasive abilities



### Achievements & Hobbies

- I have been awarded several certificates in Academics and Non Academics (Arts & sports) during my Schooling and Graduation
- Singing
- Cricket, Badminton, Football
- Cooking
- Travelling



### Declaration

I hereby declare that the statement has given above are true and correct to the best of my knowledge and belief.

**PLACE:** Dubai, UAE **DATE:**

Yours Truly,

**MUHAMMED SHAHEEL PP**