



CONTACT DETAILS

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: +91 9995545609

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PERSONAL DETAILS :

Age : 29

Date of Birth : 07.12.1991

Gender : Male

Marital status : Married

Nationality : Indian

Religion & caste : Muslim

Passport Number : L2361522

SKILLS

- Accounts Payable
- AR and AP expertise
- Cash handling
- Accounts payable and receivable
- Invoicing and collections
- Data processing
- Commission calculation
- Expense reports
- ERP software
- Account reconciliation
- Month-end reports
- Finance
- Administrative support
- Strong communication skills
- Advanced bookkeeping skills
- MS Office Suite
- Invoice preparation
- Data entry
- Written and interpersonal communication
- Customer service
- Petty cash management

SHABEER K

CAREER OBJECTIVE:

To secure a responsible and challenging position by which I can utilize my education, professional skills and experience thereby becoming a reliable and valuable asset to the organization and to attain my own career growth.

PROFESSIONAL EXPERIENCE:

BAKEMART LLC - DUBAI, UNITED ARAB EMIRATES

Position : ACCOUNTANT

Duration : 7 years

JOB RESPONSIBILITIES:

- Preparation of financial statements.
- Reconciliation of Creditors, Debtors and Bank statements.
- Providing Accountants with assistance when required.
- Making invoices to various customers.
- Handling all telephone inquiries relating to accounts payable issues.
- Documenting all accounts payable and Receivables transactions.
- Matching, batching and coding invoices.
- Sales and Bank Entries.
- Preparing Statement of Accounts for customers every month.
- Updating and calling customers in order to follow up their payments and especially the customers pending payments.
- Writing up forms and manual for accounting and book keeping personal.
- Data entry, generating checks, and customer or supplier communication.
- Assist financial department, accountants, other assistants, and accounting manager as needed.
- Filing, mailing, and other duties as needed.
- Assist in maintaining sales ledger and general ledger
- Month end-stock taking Inventory.
- Dealing with suppliers Payment.
- Preparing the payments and Reconciling the Statements.
- Posting vendor invoices.
- Posting petty cash invoices on daily basis.

ACADEMIC CHRONICLE:

Course : BAWAS (West Asian Studies)

Institution : EMEA College Kondotty

Year : 2010- 2013

Course : Higher secondary

Stream : Humanities

Institution : GHSS Kottappuram

Year : 2008-2010

Course : SSLC

ADDITIONAL QUALIFICATION:

- Specialized in Tally ERP 9.0 and QuickBooks accounting software.
- Specialized in MS Office, Excel
- Specialized in Global Bake software
- Certified Diploma in foreign accounting (DIFA)

PERSONAL STRENGTHS : _

A highly motivated person with well-developed analytical, design and interpersonal skills.

A quick and continuous learner with good problem solving skills. A team player committed to strong professional work ethics.

Interested in extracurricular activities like sports, travelling and Music's.

DECLARATION:

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

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