



# SHAMEER ALI

ASSISTANT  
ACCOUNTANT

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ABUDHABI, UAE

## Birth Date

24/06/1996

## Nationality

INDIAN

## Driving License

2519540

## SKILLS

HIGHER DIPLOMA IN MANUAL COMPUTE  
RIZED ACCOUNTING

TALLY ERP.9

MICROSOFT DYNAMIC NAVISION

PEACHTREE

ARABIC TYPING

## LANGUAGES

ENGLISH

HINDI

## PROFILE

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

## EDUCATION

### B.COM, CALICUT UNIVERSITY

2014 June - 2017 March

## EMPLOYMENT HISTORY

### ASSISTANT ACCOUNTANT, GREEN HOUSE TRADING L.L.C

ABUDHABI | 2019 February - Present

- Compile and maintain record of quantity and type of all inventory.
- Maintaining Purchase & Sales including stock Register.
- Handling and maintaining Accounts up to Finalization.
- Work with Accounting Personnel to Data entry of receivables and payables to proper.
- Reconciliation of:  
Bank, H.O, Debtors, Creditors and Stock.
- Preparing of year ending schedule and Accounts for Audit.
- Documents financial transactions by entering account information for the chief accountant to review.

### ASSISTANT ACCOUNTANT, MIDDLE EAST MOTORS

PATHIRIPALA,INDIA | 2018 - 2019

- Handling Payroll, Accounts Payable and Accounts Receivable of the Company
- Processes payment and accounting transactions by verifying documentation and requesting disbursements.