



SHAMEER ALI

ASSISTANT
ACCOUNTANT

+971553750497

shameerpadattil313@gmail.com

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.