

MOHAMED SHABEEB THAYERI

**Accounts /Admin Officer, Senior Accountant, Accountant,
Procurement Officer Level – Retail & Wholesale, Real Estate,
Construction & Development, Manufacturing & Trading.**

Mobile: +971 568 321341

Email : mohd.shabeeb87@gmail.com



Well experienced Finance/ Accounts professional with core competencies in Retail & Whole-sale of Electronics items as well as Real Estate property Business, Building Construction Materials, HVAC- Manufacturing & Trading. Exposed in Retail & Wholesale of Electronics, Real estate, Construction & Manufacturing & Trading industry, significantly contributed in the executive work profile and achieved a consistent career growth. Demonstrated expertise under work pressure, coordinating with multicultural personnel including suppliers, vendors & other industrial players. Well versed in Accounting software packages and other business software applications.

STRENGTHS

- ✓ 10+ years of consistent career progression.
- ✓ Team Player with Dedication and Commitment.
- ✓ Document control and report preparation.
- ✓ Excellent Interpersonal skills.
- ✓ Good Communication Skills.
- ✓ Developed strong rapport with the industry key contacts, suppliers and vendors
- ✓ Able to work efficiently under pressure or tight deadlines.
- ✓ Can analyse, diagnose, design, plan, execute and evaluate work to time, cost and quality targets.

EDUCATION & COURSES

Master of Commerce (M-Com) (Finance & Marketing) – University of Calicut	2014
Master of Business Administration (MBA) (Finance & HR) – University of Calicut	2010
Bachelor of Commerce (B-Com) (Finance) – University of Calicut	2007

PROFESSIONAL WORK EXPERIENCE

Experience : One Year (Period Dec 2018 to Aug 2019)

Designation : Senior Accounts cum Administration Officer

Organization: Quick Fix Technical Maintenance & Services LLC, Al Barsha 1, Dubai.

Software : Quick book

Introduction/ Products: Quick Fix Technical Services LLC is a professional Property maintenance company based in Dubai, United Arab Emirates, offering a complete range of maintenance solutions to meet our customer's specific requirements, from General Cleaning Services to the more specialized Air Duct Cleaning, Hood Cleaning, Kitchen Exhaust Cleaning, Laundry Duct Cleaning, Ship Cleaning and HVAC ducts cleaning. Whether it is large contracts or smaller ones, our customers are equally valued and receive the same level of care and attention and the same high standards of cleaning services.

Roles and Responsibilities:

- Analyzing financial reports and records
- Making recommendations based on analysis and status of reserves, assets and expenditures
- Reviewing journal entries of junior accountants to ensure accuracy
- Performing variance analyses and preparing account reconciliations
- Assisting with financial and tax audits
- Documenting and monitoring internal controls in support of auditing team
- Coordinating more complex accounting projects and initiatives with other members of the accounting and finance team or with other departments

Administration

- ☐ Reconcile the general ledger.
- ☐ Prepare and reconcile general bank statements.
- ☐ Establish and maintain supplier accounts.
- ☐ Issue, code and authorize purchase orders.
- ☐ Reconcile the accounts payable & accounts receivables.
- ☐ Manage distribution of utilities bills and collections of accounts.
- ☐ Other duties as Assigned

Experience : Three & Half Years (Period Sept 2014 to July 2018)

Designation : Senior Accounts cum Procurement Officer

Organization : Emirates Air Conditioning Industry, Mussafah-17, Abudhabi.

Soft ware : Focus and Peachtree

Introduction/ Products: Emirates Air Conditioning Industry LLC is amongst the leading Manufacturers in the GCC for variety of HVAC products for more than a decade. Emirates A/C products are designed, configured and manufactured using top notch sheet metal & joinery equipment. Moreover, Emirates A/C complies with the globally certified Quality Management System (TQM) secured procedures as well as HVAC industry related technical accreditations. Our substantial manufacturing facility is well located in Abudhabi, UAE. Emirates A/C is an ISO 9001:2008 Certified Company and our products are manufactured in accordance to International Standards. Our representational as well as own product brands (AEROVAC® & FILTRAIRE™) are tested and certified by International Testing Laboratories like Under Writers Laboratory (UL), ETL (INTERTEK), Civil Defence (Dubai, Abu Dhabi, Kuwait, Qatar) & major regional inspection/ testing bodies.

Roles and Responsibilities:

- ☐ Prepare profit and loss statements and monthly closing and cost accounting reports.
- ☐ Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- ☐ Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- ☐ Analyse and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- ☐ Monitor and review accounting and related system reports for accuracy and completeness.
- ☐ Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- ☐ Analyse revenue and expenditure trends and recommend appropriate budget levels.
- ☐ Supervise the input and handling of financial data and reports for the company's automated financial systems.
- ☐ Interact with internal and external auditors in completing audits.

Administration

- ☐ Reconcile the general ledger.
- ☐ Prepare and reconcile general bank statements.
- ☐ Establish and maintain supplier accounts.
- ☐ Issue, code and authorize purchase orders.
- ☐ Reconcile the accounts payable & accounts receivables.
- ☐ Manage distribution of utilities bills and collections of accounts.
- ☐ Other duties as Assigned

Experience : **Four Years & One Months (Period : Aug 2010 to Aug 2014)**
Designation : **Accounts / Admin Officer, Accountant.**
Organization : **Pravasi Builders & Developers Pvt Ltd.**
Software Used in Org : **Peach tree soft ware**

Introduction/ Products: Pravasi Builders has been playing a major role in implementing new lifestyle in Kerala. From its inception, Pravasi Builders strictly follows the aspects like on-time delivery, quality and trust that turned out to be the USP of the brand. The apartments and villas provide ultimate luxury which attracts the investors and residents alike. Within a span of 15 years, Pravasi Builders vanguard a new lifestyle across the state and proudly provides addresses to more than 2000 clients. Pravasi builders have 35 architectural marvels in various cities across Kerala providing ultimate luxury and comfort. The brand is very keen in choosing the location, implementing cutting-edge technology and novelty in engineering application which helps Pravasi Builders in etching its signature in realty sector of Kerala. Pravasi Builders expanded through the length and breadth of the state by having projects in three major cities across Kerala which include Cochin, Thrissur and Calicut. }

Roles and Responsibilities:

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Analyse and review budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyse revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
- Supervise the input and handling of financial data and reports for the company's automated financial systems.
- Interact with internal and external auditors in completing audits.

Administration

- Reconcile the general ledger.
- Prepare and reconcile general bank statements.
- Establish and maintain supplier accounts.
- Issue, code and authorize purchase orders.
- Reconcile the accounts payable & accounts receivables.
- Manage distribution of utilities bills and collections of accounts.
- Other duties as Assigned

Experience : **One Year (Period : Jun 2007 to Jul 2008)**
Designation : **Accountant. (Retail & Whole-sale Electronics)**
Organization : **Next Retail India Ltd.**
Software Used in Org : **Tally 9.0 ERP**

Introduction/Products: Next Retail India Ltd is a subsidiary of the Videocon Industries Ltd and engages in retailing consumer electronics in India. It was founded in 2003 and currently has 600 showrooms across 25 states of India. NEXT is a multi-brand, multi-product retail chain which stocks an entire range of consumer durables, right from Air-conditioners, FPDs (Flat Panel Displays), CTVs, Washing Machines, Refrigerators, Microwaves, Home Theatre Systems to STBs (Set Top Boxes), Mobile Phones, Gaming Consoles, small home appliances and much more! NEXT retails world's most popular brands such as LG, Samsung, Videocon, Sony, Electrolux, Kelvinator, Whirlpool, Onida, Philips, Kenstar, Sansui and its own brand.

Roles and Responsibilities:

- Plans, organizes and implements accounting operations and objectives.
- Prepare critical fiscal documentation regarding accounting activities.
- Maintains and reconciles balance sheet accounts.
- Evaluates receipts, expenditure forms, purchase orders.
- Follow up of suppliers invoices.
- Prepare payment voucher and cheque.
- Prepares expenses, payables and receivables.
- Match the delivery notes with its proper invoice colleagues.

Administration

- Follow up for collection, payment matter, operations & delivery matters.
- Provide team support and ensure proper coordination amongst employees.
- Keeping an account of amount for store petty expenditure and reimbursing from the account after disbursing of petty cash.

IT SKILLS

- Well versed with MS Office Suite.
- Internet and E-mail applications.
- Accounting Software's (Tally ERP 9, Peachtree, Focus & Quick book).

PERSONAL DETAILS

Nationality	:	Indian
Date of Birth	:	07 th March 1987
Marital Status	:	Married
Visa Status	:	Visit Visa
Expected Salary	:	Open for Negotiation
Driving License	:	UAE / Indian Driving License
Passport No.	:	P 7160449
Languages	:	English, Hindi, Malayalam & Tamil

Target Job: Accountant, Senior Accountant, Accounts Cum Admin Officer, Procurement Officer, Assistant Manager (Finance, Accounts or Procurement) – Retail & Wholesale, Real Estate, Construction & Development, Manufacturing & Trading or Other Industries.

Desired Employment Status: Full time, Contract Basis.

Contact Details :

Mob: +971 568321341

Email : mohd.shabeeb87@gmail.com

DECLARATION

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

MOHAMED SHABEEB THAYERI