



SHAMNAS T

Accounting Assistant

An experienced Accounting Assistant with advanced Excel skills and extensive knowledge of tax regulations global accepted accounting practices. Detail orientated and efficient with a proven track record of compiling error-free journals and financial reports. Competent is accounting automation software such as Quickbooks, Tally, SAP, Xero.

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📍 Dubai, UAE

🌐 [linkedin.com/in/shamnas-t-06089322a](https://www.linkedin.com/in/shamnas-t-06089322a)

EDUCATION

Bachelor in Business administration

Malabar college of commerce and science
Malappuram, India

07/2018 - 04/2021

Calicut university

Courses

- Specialised in Human resource

Higher secondary

DHOHSS kerala

07/2016 - 04/2018

Board of higher secondary examination
kerala

WORK EXPERIENCE

Accounting assistant

Gradous IT sollution

06/2021 - 01/2022

Malappuram, India

Achievements/Tasks

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Analyzed Quickbooks data for accuracy.
- Completed the general ledger with payroll entries.
- Communicated with clients on a daily basis and ensured excellent customer service.

Accounts trainee

IBS academy

04/2021 - 06/2021

Calicut, India

Achievements/Tasks

- The entry-level position where i can contribute my experience with financial Support duties related to accounts payable and analysis and developing efficient system.
- performed data processing in MS excel.
- Ensured good information workflow between tax prepares and management.
- Prepared invoices, Expense reports and payment memos.

SKILLS

MS Excel and access

Financial statement

Payroll

Customer service

Invoices

Ability to work as part of a team and take direction accurately.

Competent IT skills, particularly proficiency with spreadsheet software.

CERTIFICATES

Certificates in international accounting and taxation (06/2021 - Present)

Gulf vat using tally, Tally ace, Taxation, SAP fico, Quickbooks

PERSONAL INFORMATION

DOB : 14-apr-2000

Marital status : Single

Sex : Male

Nationality : Indian

Visa status : Visit visa

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Arabic

Limited Working Proficiency