



SHAMNAS MK

ACCOUNTANT CUM DATA ENTRY &
DOCUMENT CONTROLLER



BMW Road

Sharjah - U.A.E



+971- 568779060



shamnaspalliyath@gmail.com



Personal Information



Nationality
Indian

Passport
V7579269

Visa
Visiting visa

Sex
Male

Marital status
married

Date of Birth
08-12-1990

Languages Known
English, Hindi, Tamil, and
Malayalam,

A highly focused and efficient accounts and management professional with more than 8 years of experience in a fast paced working environment, Possess solid track record of improving operating performance, profitability and business growth in diversified companies and enhancing internal processes & controls. Highly competent team player with the ability to Formulate marketing strategies and plans at any point business, also Possess Strong interpersonal & strategic influencing skills and experienced in Addressing & resolving diverse & complex business issues.

CORE COMPETENCIES




- Research & Analysis
- Team Leadership
- Product education
- Process improvement
- Communication
- Resource Allocation
- Competitive intellect
- Technology & Tools
- Entrepreneurial spirit
- Client & staff relationship
- Measurement Analysis
- System & Process Management



WORK EXPERIENCE



Khalid Al Hamadi Auto Spare Parts – Sharjah - U.A.E 
Accounting Department with cashier Data Entry & Document Controller
(OCT 2014 to till date)

- Assist with the preparation, analysis and verification of accounting records, financial statement and reports to ensure accuracy and adherence to reporting and procedural standards.
- preparing monthly/weekly and periodical financial & sales reports.
- Reporting financial situation, book keeping and data analysis.
- Assist in generating income statements, balance sheet, and general ledger.
- Coordinating all activities related to the document controller procedure, including technical document.
- Preparing payments for suppliers and ageing analysis of debtors.
- Passing entries to the account.
- Support internal and external audit by answering queries and providing documentation.
- Filter and clean data, and review computer reports, printouts, and performance indicators to locate and correct code problems extract data from department computer software programs.
- Assist with both internal and external customers inquiries received via email and or telephone.
- Consult with customers to resolve complaints and verify financial and credit transaction.
- Data input, storage, manipulation, interpretation and backup.
- Inputting, matching, batching, coding, sorting, storing and retrieving electronic and hard copy documents & invoices.
- Comply with data integrity and security policies.
- Dealing with purchase, sales, and returns of the company.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.



SKILLS & STRENGTHS

Data Management Skills:

- Data Analysis
- Account & file management
- managing database software
- Database planning & design
- Data integrity
- Business intelligent
- Presentation Skills
- Communication

Computer proficiency:

- Tally ERP9
- Peachtree
- Quick books
- Xpert Cubix
- MS Office
Power Point, Excel, Word,
Visual Basics,



HOBBIES & INTERESTS

- Sports
- Reading
- Travelling
- Arts & Design

INDIAN OIL PETROL PUMB Accounts

- Maintain up-to-date billing system & tallying the daily transaction
- Processing all entries in ERP9
- Understanding market trend and finding new business opportunities for the consistent growth of the business
- Communicating with customers via phone, email or personally
- Investigate and resolve customers queries

EDUCATION

Diploma in Indian and Foreign Accounting (DIFA)

- Information Systems
- Computer Systems
- Advanced Microsoft word, Microsoft Excel Skills
- Tally ERP9 with GST, Quick book
- Impact of the use of IT on Business Systems
- Manual Accounting & E-Accounting
- SAP FICO (System Application & Processing Finance &Controlling modules
- Sage 50 (Peachtree)

Higher Secondary School Certificate: Govt. Higher Secondary School, Mayyil, Kannur, Kerala, India. Secondary School Leaving Certificate:

DECLARATION

I hereby declare that the statement has given above are true & correct to the best of my knowledge & belief

Yours Truly,