



SHAMEER.PS

Accountant | Accounts Officer

A professional, resourceful and dedicated Accountant with 7+ years of work experience in complete accounting, treasury, managing team, audit support, reconciliation, accounts payables and receivables. Strong analytical skills and a serious work ethic bringing forth excellent organizational abilities, multitasking skills and the drive to conquer goals. Adept at working well with others and committing myself as a positive team player.

CONTACT INFO

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2nd Industrial area, King Faisal Road, Sharjah-UAE

PERSONAL INFO

Date of Birth: 10/03/1992

Married

SOFT SKILLS

Responsible

Leader

Team player

Creative thinker

Solution provider

Hard worker

Co-operative

LANGUAGES

English

Hindi

Tamil

Malayalam [mother tongue]

WORK EXPERIENCE

MOREPLUS MARKETING – Accountant/Data Entry Operator kannur (Kerala) - India

January 2015 – October 2021

- Engaged in accounting in a day-to-day manner to fulfill organization needs.
- Preparing petty cash book.
- Clearing bank statements & Cheques.
- Customers and vendors Account handling.
- Prepared Balance sheet and profit and loss accounts.
- Warehouse incharge.
- Purchase and receive materials.
- Dispatch checking.
- All warehouse duties and responsibilities handle.
- Product design creation.

BLUSHING CHERRY PVT Ltd - Storekeeper/Account Assistant, Chennai- India

October 2013-November 2014

- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Follow to FIFO method.
- Warehouse documents handover to main accounts.
- Dispatch Checking.
- Preparing dispatching bills and Delivery notes.

SREE SHANKARACHRYA - Data entry operator, Kerala - India

February 2013-July 2013

- Record daily operational financial transactions.
- Preparing accurate financial records.

EDUCATION ATTAINMENT

Bachelor of Commerce

June 2009 – April 2012

National College

Kannur University

Secondary Education

June 2007 – April 2009

GHSS kalliasseri

Kerala school education board

Matriculation

April 2007

Chapparapadavu

Higher Secondary School

Kerala school education board

SOFTWARE SKILLS



Advanced Excel



Quick Books



Tally



Tradeasy



MS Office



Peachtree