

Shabeeb K

Accountant,
Arabic&English Typing



📍 Dubai, United Arab Emirates

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☎ +971568081869 🧑 Single 🇮🇳 Indian

🧑 Male

SUMMARY

Certified public Accountant with two years of experience is seeking for a position as Accountant where my knowledge , hard work , skills and professional experience which will help in the growth and development of the organization

AREAS OF EXPERTISE

- Calculating Liabilities
- Data Trending Knowledge
- Financial Statements Expertise
- Bank Reconciliation
- Budget Analysis
- Schedule Management

SOFT SKILLS

- Communication
- Problem Solving
- Time Management
- Teamwork Leadership
- Critical Thinking

EDUCATION

Bachelor of Business Administration (BBA), University of Calicut
2016 – 2019

PROFESSIONAL EXPERIENCE

Worked as a Assistant Accountant,
Eduwin Academy , Kerala, India
01/2012 – 06/2022

- ERP Software
- Tally ERP 9
- Peach tree
- MS Office

Accountant
Kavitha textiles Kerala, India
01/2021 – 12/2021

- Balancing of accounts on a daily , weekly and monthly basis
- Bank reconciliation
- Reconciliation of books of accounts of clients or parties
- GST invoice processing
- Sales invoice processing
- Stock Audit

CERTIFICATES

DIFA (Diploma in Financial Accounting)
From Eduwin Accounts Academy Kerala, India

knowledge in
✓ Tally ERP 9
✓ Peach Tree
✓ Quick Book
✓ Microsoft Word , Excel , Power point
✓ Certificate in Tally Manual Accounting
(Day Books , Ledger , VAT , TDS , TCS , Bank reconciliation state ank Project Report , Cashbook , Voucher etc ...)

DTP IN ARABIC
IT Campus kerala, India

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Malayalam