

## PERSONAL DETAILS

Dubai, UAE.

# Mob: 052 2278866

shareefkabdulla@gmail.com

**Sex**: Male

**Passport No**: P 9861393 **Driving License**: India **Nationality**: Indian

**Languages**: English, Hindi, Malayalam, Arabic (Basic)

## AREAS OF EXPERTISE

*Monthly management accounts*

*P&L analyses*

*Month end procedures Variance reporting Query resolution*

*Administration & Organization*

*Computer proficiency Filing of Documents* **PERSONAL SKILLS**

*Numerate*

*Investigative*

*Pro-active problem solver*

*Analytical & time management*

**MOHAMMED SHAREEF**

# PERSONAL SUMMARY

A confident, multi-skilled and capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical and problem solving skills and able to provide financial information to all areas of the business whilst ensuring that all management information is accurate.

Now looking for a new and challenging accountancy position, one which will make best use of my existing skills and experiences and also further my development.

**WORK EXPERIENCES**

**HABEEB GENERAL TRADING,** Dubai, UAE. Nov-2017 – Till Now

Designation: Accountant cum Office Administration

**AROOS ALWADI DECOR**, Ajman, UAE. Jul 2015 – Oct 2017

Designation: Accountant cum Office in Charge

**ABUDHABI COMMERCIAL BANK**, Abu Dhabi, UAE. Dec 2007 - May 2012

Designation: Administrator

**HAYAT GENERAL TRADING**, Dubai, UAE. Mar 2013 - Jun 2015

Designation: Accountant cum I.T Support

**INFOSIS COMPUTERS**, Kerala, INDIA. Aug 2001 - Aug 2007

Designation: Accountant cum Computer Faculty

***Duties****:*

**>**Preparing sales invoices and the upkeep of an accurate accounts filing system.

**>**Audited daily Ledgers, Cash and Bank Book.

**>**Preparation of accounts receivable, accounts payable and all expenses.

**>**Preparation and input of month end journal vouchers.

**>**Debtor and Creditor reconciliations.

**>**Inputting of supplier invoices and employee expense claims to the ledgers.

**>**Preparation of various reports for senior managers.

**>**Responsible for financial accounts including budgets and cash-flow.

**>**Conducting regular business reviews of financial performance.

**>**Ensuring that information is accurately collected & entered into systems.

**>**Fixed Asset accounting, reconciliation and depreciation journals.

**>**Preparation of final account for VAT submission.

**>**Summarizes current financial status by collecting information; preparation of trading and profit and loss account, balance sheet and other reports.

**>**Prepare Payroll via WPS and Employees Benefits (Allowances, Overtime & other benefits.)

**>**Manage office administration works, attending phone calls and Internet.

**>**Responsible for diagnosing & resolving hardware, software & end users problems.

**>**Conducted Oracle, MS Access, SQL Server classes; theory and practical.

# ACADEMIC QUALIFICATIONS

* **GRADUATE** from Calicut University, Kerala, India.
* **Higher Secondary Education** from Board of Higher Secondary Education, Kerala, India.
* **Secondary School Leaving Certificate** from Dept. of General Education, Kerala, India

# PROFESSIONAL QUALIFICATIONS

* **Diploma in Practical Accounting** from Institute of Accountancy, India.
* **Diploma in Computerized Financial Accounting** from Mahatma Education and Charitable Foundation, Govt. of Kerala, India.
* **Type Writing English** from Board of Technical Education, Govt. of Kerala, India.
* **Higher Diploma in Software Engineering** from Aptech Computer Education, India.
* **Diploma in Computer Hardware and Networking** from All India Council for Technical Education, Govt. of India.
* **Diploma in Web Designing** from Windowsoft Computer Education, Kerala, India.

**COMPUTER SKILLS**

OPERATING SYSTEMS **:** MS Windows, Linux, UNIX, MS Dos

ACCOUNTING PACKAGES **:** Tally, Peachtree, DacEasy, QuickBooks

PACKAGES **:** MS Office, MS Outlook, Page Maker

DATABASES **:** Oracle, SQL Server, MS Access

LANGUAGES : C++, JAVA, C#, ASP.NET, Visual Basic

HARDWARE

Assembling and reassembling of computer peripherals, Scan and remove virus, Installing & Updating software, Installing, monitoring, maintaining and optimizing LAN network hardware, etc.

**REFERENCES**

Available on request