



Shaleekh Kappat

Accountant

Dubai UAE
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An Accounting professional with relevant experience over 7 Years (5 years in UAE, 2 Years in India) Seeking an Accounts & finance related position with a growth oriented organization where I can utilize my skills to achieve organizational objectives and simultaneous growth personally as well.

EXPERIENCE

Adecco Middle East (Etihad Airways) Nov 2020 to Apr 2021

Accountant

- Handled Accounts Payables
- Vendor reconciliation and balance confirmation.
- Managing creditors so as to properly monitor the invoices are entered & payment are processed when due .

Lulu Group International, Abu Dhabi. - July 2016 to Oct 2020

Accountant

- Provides financial information to management by researching and analyzing accounting data and reports.
- Daily Reconciliation of bank transactions and handling of bank operations.
- Working with all departments and the management team to help make financial decisions.
- Verification of day to day financial transactions.
- Handled Accounts Payables and Receivables.
- Managing creditors so as to properly monitor the invoices are entered & payment are processed when due .
- Ensure accurate and monthly and yearly closing activities.
- Analyze and interpret financial reports, records and reporting.
- Coordination for internal and external audits.
- Handling of daily cash sales over a million avg. daily sales and bank operations.
- Handling of credit card sales and refunds.

Chemmanur Credits and investment Pvt Ltd, India. - 2014 to 2016

Accountant

- Handled day to day accounting transactions.
- Regular cash management including handling of cash closing, petty cash
- Co - ordination with general manager and accounts manager for regular accounting & day to day works.
- Accounts payables and receivables.
- Vendor reconciliation and balance confirmation.
- Banking operation

EDUCATION

MASTER OF COMMERCE. (M.COM) 2014

BACHLOR OF COMMERCE (B.COM) 2011

ACCOUNTING PRACTIAL TRAINING COURSE

SKILLS

Technical

- SAP ERP
- Microsoft Office
- Tally ERP

Professional

- Financial forecasting
- Effectively meet deadlines
- Commercial awareness
- Data analysis
- Software proficiency
- Records management
- Reporting
- P&L and Budget management

Language

- English
- Hindi
- Malayalam

Key Strength

- Hard work.
- Hunger to learn.
- Disciplined.
- Self - Motivated.
- Ability to plan & accomplish challenging tasks.

Personal Details

Nationality: Indian

Age: 31 Years

Religion: Muslim

Marital Status: Married

Visa Status: Visiting Visa