### C:\Users\Server\Desktop\A-336...jpgShafeerudheen.K.S

### Accounts & Finance

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**Career Objective:**

A suitable position in **Accounts & Finance** with a reputed organization where I can utilize my education and experience for the optimum growth of the organization as well as personal career growth.

**Profile:**

* Degree in Commerce (**BBA**).
* MBA-FINANCE (Presently doing).
* Have **4+ year** experience in Accounts in UAE.
* Have UAE **Driving license**.
* Well-versed in Tally & Quick Book.
* MS Office & Internet.
* Have excellent planning, analytical & problem solving skills.
* Strongly commercial with good communication and influencing skills.
* Energetic and capable of working independently and a good deal of autonomy.
* Have excellent time management skills & can meet the deadlines without compromising on quality.
* Energetic, enthusiastic with great attention to details.
* Highly dependable & can prioritize and organize tasks.

**Career History**

* **Accountant**, NEW GOLD PERFUME LLC , RAK, UAE(Sep-2015 to Present)

***Job Profile: Accounts***

* Received and recorded invoices and arranged payments.
* Prepare and send invoices to debtors and follow up with debtors for payment by considering their credit period.
* Prepare VAT report.
* Prepare regular reports and summaries of accounting activities.
* Maintained Daybook, posted ledgers.
* Credit control and collection of accounts payables and receivables.
* Ensured that there are effective internal controls.
* Reporting fund position at the end of the day
* Provided required information to the internal / external auditors during audit.
* Entered credit bills, bank bills, Petty cash and to the accounting package, verified all entries and posted to the ledger.
* Submit all audit reports to management within the time frame.
* Respond to queries of potential clients & involve in follow ups; and convert the potential leads into actual customers.
* Develop strategy to address the individual needs and challenges facing each client and consider all critical issues that can impact the organization’s ability to achieve both internal & external objectives & goals.

**Academic History**

* **Bachelor in Business Administration (BBA)**, Calicut University, India.
* **Pursuing(3rd sem) Master in Business Administration (MBA , Finance),** Sikkim Manipal university, India

**Computer Skills:**

Accounting Software : Tally, Quick book

Office Application : MS Office

Others : Internet & Email

**Personal Profile:**

Sex : Male

Date of birth : 4th Oct 1990

Marital status : Married

Nationality : Indian

Passport No. : T6881220

Visa status : Employment visa

Driving license No. : 195245

Language Proficiency : English, Arabic, Malayalam and Hindi

**Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief

Shafeerudheen.ks

Dubai