



SHAMEER CHALIL

Email: sameerkhanchalil@gmail.com

Mob: 0547394386

Nationality: INDIAN

Date of birth: 14/May/1997

Marital status: Single

Visa Status: Visiting (25/06/2021)

Career Objective :

Reach a position and place where I can achieve a sustainable workflow by using my knowledge, skills and experiences of accountant. My goal of becoming one of the most responsible executive at the earliest possible time in my career graph. I can put my educational skills, talent and techniques effectively utilize to build a well-developed organization in the current competitive and challenging world. To succeed all this, I will convert what we have in real life.

Education :

- ✓ Banking and Accounting with Tally ERP 9 - 2019
- ✓ Degree BA (Functional English) from Calicut University - 2018
- ✓ Intermediate from Mahathma college (Valanchery,Kerala) -2015
- ✓ S.S.L.C from VHSS (Valanchery,Kerala)-2013

Technical Skills :

- ✓ Ms-Office, Windows XP, Windows 98/NT/XP/2000.
- ✓ Accounting Packages Tally7.2 & VAT.

Experience :

- ✓ 1 Year Experience as a Customer Care Executive (BSNL Customer Care Service)
- ✓ 1 Year Experience as an Accountant in Nice Mark Rice And Flour Mill Company, Kerala

Job Responsibilities :

- ✓ Maintaining construction files, office documents for all projects and filling employee documents, managing company accounts, staff accounts, salaries deposit, cash and cheque received from consultant, clients and deposit in company accounts.
- ✓ Preparing balance sheet, profit and loss statement, reviewed construction costs with manager for payment requests, prepared cost and budget report to ensure better management of the project.
- ✓ Managing accounts payable - receivable and payroll departments, created purchase orders and researched for accounts payable, reconciled monthly bank statements, petty cash, prepare and maintain tax (VAT), coordinating work with sub-contractors, landlords, owner, project & general manager.

Strength:

- ✓ Good communication skills, punctual, hardworking and quick learner
- ✓ Excellent grasping skills to grow as an exceptional professional
- ✓ A good team player and a dependable individual

Languages known :

- ✓ English, Hindi, Malayalam and Arabic(read & write only).

Hobbies :

- ✓ Reading and surfing in internet.
- ✓ Repairing and re-using damaged machines.

I hereby declare that the above information and particulars are correct to the best of my personal knowledge and belief.

Place : Ajman (UAE)

Date :

(SHAMMER CHALIL)