

SHAMEER E

(CHIEF ACCOUNTANT)

15 years experienced accounts professional seeking career as **Senior Accountant** in FMCG Trading, General Trading & Distribution/ Construction / Manufacturing industry / auditing company with an extensive experience performing comprehensive accounting and financial responsibilities. Adept in performing accounts payable and receivable functions, cash flow enhancement reconciling accounts along with proficiency in UAE VAT& Excise Tax law to expertise in adhering to regulatory and policy guidelines.

GET IN TOUCH



+971527748845

<https://www.linkedin.com/in/shameererkkara>



shameererkkara@gmail.com



Dubai, UAE

PERSONAL INFO

Languages: English, Hindi, Malayalam, Tamil

DOB: 12 August 1984

Visa Status: Employment

Gulf Experience: 7 Years

TECHNICAL & SOFTWARE SKILLS

Tally ERP 7.2/8.1/9 applications, Microsoft Excel, Peach Tree, Quick Book, Microsoft Office, Sage 50, FACTS ERP.

EDUCATION

University of Calicut, India
Master of Commerce (Finance)
Annamalai University, India
MBA – Financial Management



EXPERIENCE

BISMI INTERNATIONAL GENERAL TRADING LLC, DUBAI, UAE

SINCE MARCH 2016

(FMCG TRADING, GENERAL TRADING & DISTRIBUTION)

CHIEF ACCOUNTANT – GENERAL ACCOUNTING

GOLDEN BERRY GENERAL TRADING LLC, DUABI, UAE

MAY 2014 – FEBRUARY 2016

(FMCG TRADING & GENERAL TRADING)

MANAGER - ACCOUNTS

HAJI AP BAVA & CO. CONSTRUCTIONS PVT. LTD, NAGPUR, INDIA

JULY 2012 – FEB 2014

(CONSTRUCTIONS COMPANY)

ACCOUNTS OFFICER

HAJI AP BAVA & CO. CONSTRUCTIONS PVT. LTD, TAMILNADU, INDIA

APR 2010 – JULY 2012

(CONSTRUCTIONS COMPANY)

ACCOUNTANT

FOREMOST MARKETING COMPANY, KERALA, INDIA

OCT 2007 – MAR 2010

(MANUFACTURING COMPANY)

JUNIOR MANAGER (ACCOUNTS AND ADMINISTRATION)

T.A. THOMACHEN (CHARTERED ACCOUNTANT), KERALA, INDIA

AUG 2005 – SEP 2007

(AUDITING COMPANY)

AUDITOR

Roles & Responsibilities:

- **Analyzing** and **documenting** end-to-end financial transaction.
- **Performing inter-company transactions** to **curb** financial inaccuracies of the company, if any.
- **Performing bank reconciliation** on regular basis.
- **Managing** fund flow forecasting and **supervising** accounts to maintain **accurate records** and control reports.
- **Liaising with auditor, bank officials and clients**, and **maintaining** financial records and preparing financial reports.
- Expertise in **UAE VAT & Excise Tax Law**.
- Use **Petty Cash Management** record keeping system.
- Performing **product costing** and **pricing**.
- Performing **budget and analysis**.

TRAINING &
CERTIFICATIONS

- Certificate of Sales Tax & Income Tax Practitioner, India.
- Completed Chartered Accountant Intermediate, India.

- Supervising **export invoicing**.
- Conducting monthly **internal** and **external audits** in **compliance** with company’s guidelines.
- Managing **accounts receivables, payables** and **credit control**.
- Performing **payroll** activities.
- Performing general **administration**, coordinate with **logistics** department for documents clearing.

PROFESSIONAL SKILLS

