

SHIHAB V

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Saudi Arabia Driving License

Professional Summary

Detail-oriented Accountant & Cashier with 5 years of combined experience in financial accounting, cash handling, bookkeeping, invoicing, and customer service across trading and service industries. Skilled in managing daily cash operations, POS billing, payment reconciliation, and maintaining accurate financial records. Strong ability to support both front-counter cashier duties and back-office accounting tasks with speed, accuracy, and professionalism. Seeking an opportunity in the UAE to contribute strong analytical, financial, and customer-handling skills to organizational success.

Key Skills

• Financial accounting & bookkeeping • Accounts receivable/payable management • Bank reconciliation & general ledger maintenance • Payroll support & expense management • Inventory control & stock reporting • Invoice preparation & billing • ERP & accounting software (Tally, SAP, Atacc) • MS Office (Excel, Word, PowerPoint) • Time management & multitasking • Communication & teamwork

Work Experience

• [Alama Al Jazeera Trading Co. – Al Qasim, KSA](#)

Accountant & Cashier | July 2022 – July 2025

- Managed daily cash collections, POS transactions, and cash deposits with 100% accuracy.
- Handled customer payments, issued receipts, and ensured proper end-of-day cash reconciliation.
- Maintained cash drawer balance, identified discrepancies, and resolved issues promptly.
- Processed refunds, exchanges, and billing adjustments in line with company policies.
- Provided front-counter customer service ensuring smooth billing and checkout operations.
- Ensured proper documentation of cash movements and supported monthly financial closing.

• [Shifa Buraidha Medical Center – Buraidah, KSA](#)

Receptionist & Insurance Managing Assistant | Dec 2021 – June 2022

- Welcomed patients, managed front-desk operations, and ensured smooth check-in/check-out procedures.
- Handled patient registration, verified documents, and updated records in the medical system.
- Managed insurance processing including approvals, claims submission, follow-ups, and renewals.
- Coordinated with insurance companies to resolve pending claims and ensure timely reimbursement.
- Prepared patient bills, processed payments, and ensured accurate billing for insurance and self-pay clients.
- Maintained organized filing of medical records, insurance documents, and daily transaction reports.

- [MVK Enterprises – Kerala, India](#)

Accountant | Sept 2020 – Nov 2021

- Recorded daily financial transactions and maintained accurate ledgers for cash, sales, and expenses.
- Processed supplier invoices, managed accounts payable/receivable, and followed up on outstanding balances.
- Prepared and reconciled bank statements, identifying discrepancies and resolving them promptly.
- Supported monthly and annual closing activities, including journal entries and financial summaries.
- Assisted with payroll preparation, staff payments, and statutory compliance documentation.
- Monitored inventory records, coordinated stock updates, and supported purchasing activities.

Education & Certifications

- Higher Secondary Education
- Diploma in Computerised Financial Accounting
- Diploma in Business Accounting & Financial Certification Program

Personal Details

Date of Birth : 02 July 2000

Marital Status: Single

Visa Status : Visit Visa

Gender : Male

Passport No : U6388615 (Valid until 16/01/2030)

Languages

English : Read, Write, Speak

Arabic : Read, Write, Speak

Hindi : Read, Write, Speak

Malayalam: Read, Write, Speak

Tamil : Speak