



Shabeer P

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CAREER OBJECTIVE:

Excellent accounting skills, with experience in Tally ERP-9 dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

WORK EXPERIENCE:

POSITION	NAME OF THE COMPANY	DURATION
Account Assistant	ULTIMA ENTERPRISES PVT LTD., -(Ind)	From 15 th March 2016 To 28 th Feb 2017
Accountant	MARUTI SUZUKI PVT LTD.,(BRD) - (Ind)	From 28 th April 2017 To 23 rd Jan 2018
Accountant	NAVSHANTI TRADING CO LLC – (UAE)	From 1 st April 2019 To 30 th Apr 2021

PROFESSIONAL SUMMARY:

- Having over **4 years of Experience** in the field of **Accounts, Finance**.
- Strong in ERP software (**MS-Word, MS-Excel & Power point, TallyERP-9, Peachtree, Right ERP Software**)and in **Accounting Packages**

Accounts Experience:

- Expertise in **DIFA** (Indian and Foreign Accounts)
- Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet. .
- Expertise in preparing of weekly Bank, Cash position.
- Strong in interaction with Auditors for Finalization of Accounts.
- Experienced in preparation of monthly Bank Reconciliation statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
- Expertise in reconciliation of receivable & payables with their respective statement.

Audit Experience

- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Verification of Banks Reconciliation Statements, Fixed Assets and Stock
- Handling Daybook.
- Journalisation of financial transactions.
- Keeping Manual Accounts
- Preparation of Financial statements including Trading, Profit & Loss Account, and Balance sheet.
- Maintaining Stock Register.
- Sales order and Purchase order Processing.
- Preparing GST Reports and filing GST Return.
- Assisting the payroll administrators.

QUALIFICATIONS:

- **B.Com**
- **DIPLOMA in Indian and Foreign Accounting (DIFA)**

ERP PACKAGE: TALLY ERP9, Right ERP Software.



- Accounts Receivables
- Accounts Payables
- General Ledger Accounting.
- Vat calculation and Return filing.
- Maintaining the stock register.
- Maintaining a systematic records of an employee for payroll processing.
- Maintaining cheque collect register.
- Maintaining cheque issue register.
- Knowledge about Goods and Service Tax (GST).
- Filing of GST Returns.
- Knowledge about Value Added Tax (VAT).
- Bank Reconciliation.

ACCOUNTING PACKAGES:

Tally ERP-9, MS-word, Excel, presentation of power point , Peachtree, Right ERP Software.

PERSONAL PROFILE:

Date of birth	:	17 th Feb, 1995
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Single
Passport Number	:	M8361270.
Languages Known	:	English, Hindi & Malayalam.