

MUHAMMED SHAFEEK

Ph: +971-589925060

Email: shafeekptt@gmail.com



CAREER OBJECTIVE

Being a dynamic, accomplished Accounts professional with unique combination of experience in computer usage and with strong knowledge of basic oracle based accounts software and problem solving skills; I am looking for a challenging post with opportunity to prove my skills to achieve a good career in an established firm.

SYNOPSIS

- ✓ Dynamic, Result oriented professional Accountant with over 3 **years** in Travel and automobile Industry.
- ✓ Recognized by company leadership and peers as smart, industrious, tenacious, decisive leader and visionary
- ✓ Strategic professional who deploys participative management style in fast-paced, diverse workforce
- ✓ Sound knowledge and understanding of communications tools and public relations techniques
- ✓ Exceptional organizational and budget management skills
- ✓ Strong ability to prioritize between numerous high-profile projects and responsibilities.

PROFESSIONAL EXPERIENCE

- ✓ **Currently working as an General Accountant (Accounts Payable) with Mondial Travels LLC, Dubai from 2017 to till date,**

Mondial Travels LLC is one of a leading travel and tourism company in Dubai, under the management of **MONDIAL GROUP** of companies with head office located near Dubai International airport, **Terminal 1** and having 7 branches and many Implants offices throughout UAE and India.

- ✓ **Working as a Accountant at Pathikkal Motors PVT LTD,(suzuki Dealer india),**

Duties & Responsibilities in pathikkal motors ,

- Prepared closing journal entries, reconciliations and trend analyses as required for monthly closing.
- Maintained all aspects of general ledger including month-end closing and accruals and analysis of general ledger accounts including payroll for 120 employees.
- Interacted with various departments to review , analysis & validate financial information
- Provided timely explanations of variances between actual results and forecasts/budgets.
- Prepared financial statements monthly, quarterly and annually with variance notes to management.
- Reconciliations & follow-ups accounts receivable and accounts payable. verifying invoice coding, transactions, scheduling disbursements and obtaining authorization of payments
- To ensure all corporate deadlines are met & all reports are presented in accordance with company policies.
- Prepared Monthly Financial Reports, Executive Summary and assisted the FC.
- Developed departmental budget for cost reduction and efficiency and reported to FC.
- Managed accounts payable responsibilities and prepared payments with supporting basis as per authority matrix , bank reconciliation and depreciation calculations.
- Assisted FC in annual audits and updated accounting policies..
- Analyzed and prepared reconciliation schedules for balance sheets accounts.

EDUCATIONAL QUALIFICATIONS

- ✓ **M.Com with Finance** , MES Kalladi College, , Calicut University, Kerala, India(2014- 2016)
- ✓ **Bachelor of Commerce**, Ideal Arts and Science College, Calicut University, Kerala, India(2011-2014)

Technical Skills

- ✓ Knowledge in MS office,
- ✓ DMS.
- ✓ Tally 9
- ✓ E TRAVEL
- ✓ TRAACS
- ✓ NINTH WARE
- ✓ Excellent knowledge in Internet and web applications
- ✓ TT System

Acheivements And Honours

- ✓ Successfully completed a one day workshop on 'FINANCIAL PLANNING FOR YOUNG INVESTORS' conducted by Securities Exchange Board of India. Galileo CRS Basic and Documentation Production
- ✓ Participated in Compulsory Social Service (CSS) as a part of my degree program.
- ✓ Member of administration club at MES College Commerce Department.

Project Done

- ✓ "A study on Financial Literacy and Income Level Influences on Savings and Investments with special References to Cherpulassery Municipality"

Personal Details

Date of Birth:	24th Feb, 1994
Languages Known:	English, Malayalam ,Hindi.
Marital Status	Single
Nationality:	Indian
Passport Number:	L2353080
References:	Available on Request
Driving Licesnce	India and UAE.

MUHAMMED SHAFEEK .P T