



SHEMEERKHAN KS

ACCOUNTANT

GET IN TOUCH

 : Al Nahda2, Dubai

 : +971508640105

 : shemeerkhanks@gmail.com

PERSONAL INFO

DOB : 24/03/1996

Gender : Male

Marital status : Single

Nationality : Indian

Visa status : Visit visa

LINGUISTIC PROFICIENCY

English

Hindi

Malayalam

CERTIFICATIONS

- Tally ERP 9
- Quick books
- Peachtree
- Excel

TECHNICAL SKILLS

- Tally software proficiency
- Advanced Excel skills
- Basic knowledge of UAE VAT Return filing
- Microsoft power point
- Microsoft Outlook & word

PERSONAL SKILLS

- Analytical skills
- Team collaboration
- Effective communication
- Disciplined
- Time Management

REFERENCES

Available upon request

PROFILE

Experienced in working as an Accountant over 3 years in India.

OBJECTIVE

Exploring career progression opportunities with full of challenges in leading organizations, where I can utilize my professional skills and leadership qualities to make a tangible contribution to the growth and profitability of the organization and myself. I strive to join in a growth oriented organization which demand sheer hard work and higher responsibility where I can contribute my knowledge and skills for mutual benefit and growth with the opportunities provided.

EDUCATION

- **MASTER OF BUSINESS ADMINISTRATION (MBA)**
Specialization in Finance
Kannur University, India – 2020
- **BACHELOR OF COMMERCE (B.COM)**
Specialization in Finance
Kannur University, India – 2017
- **PLUS TWO – HIGHER SECONDARY**
Specialization in Commerce
Board of H.S.E Kerala, India – 2014
- **SECONDARY SCHOOL LEAVING CERTIFICATE(SSLC)**
State board of Kerala, India – 2012

JOB SUMMARY

- Book keeping. Records daily financial transactions and maintain accurate ledgers.Manages accounts receivables & payables.
- Assisting in preparing financial statements.Coordinate with the Accounts division & ensure that all accounts responsibilities are handled efficiently and effectively.
- Monthly payroll preparation & pay all employees accurately & punctually.
- Preparation of sales invoices, receipts and payment vouchers with 100% compliance.
- Assist & Prepare asset, liability and capital account entries by compiling and analysing account information.
- Examining bank statements and reconciling them with general ledger entries.
- Communicate with vendors regarding payment details via Email or Telephone.
- Handling monthly journal entries, accounts and various ledgers.

EXPERIENCE

- ❖ Accountant (SVJV&ASSOCIATES.Ernakulam) Nov 2019 – Oct 2021, Jun 2017-May 2018.

Duties & Responsibilities

- Book keeping.Maintain daily ledgers and petty cash.
- Managing the receipts and payments through bank (NEFT/RTGS).
- Managing accounts receivables and accounts payables.Preparing cheques to external parties and make online payments of several bills
- Maintaining the reconciliation of bank statement.
- Assisting in preparation of financial statements.
- Maintaining the reconciliation of branches with HO and ensures that all stock transfers and receipts are recorded properly.
- Monthly Payroll preparation and make the payments timely.
- Preparation of sales invoices, receipts and payment vouchers.
- Posting of receipts, payments and journal entries.
- Sending purchase order to Vendors.
- Cross checking purchase invoices regarding price & quantity based on purchase orders.
- Preparing proforma invoice, delivery challan & E-way bill.
- Provide timely informations to vendors regarding payments through E-mail or telephone.
- Maintain proper records of purchases, sales & payments.

KEY ACHIEVEMENTS

- Achieved award from ESAF Small Finance Bank for the Outstanding Performance in Sourcing APY Accounts to qualify as GOLD CLUB ACHIEVER in 2021.
- Team leader in Commerce Department conducted by Kannur university during the period of 2015 - 2016.
- Won first prize in Finance Game conducted by Donbosco College in 2017.
- Participated in the Statistical Package for Social Sciences workshop conducted by Vimal Jyothi Institute of Management and Research,Chempuri in 2020.

DECLARATION

I, Shemeerkhan K S, hereby declare that the particulars furnished above are true to the best of my knowledge and belief and if given an opportunity I shall do my duties to the utmost satisfaction of all concerned.

SHEMEERKHAN K S