



SHEHEER T.A

Assistant Accountant

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+971 54 5093342

To be an expert in Accounts & Finance on the lookout for a profile that would provide me with an advanced and responsible position, Also to endeavor my future in finance & accounts to carry out organizational objectives most efficiently with utmost dedication.

EXPERIENCE



AASA GROUP (AFFILIATE OF EMAAR INDUSTRIES & INVESTMENTS (PVT) JSC)

SHARJAH — Assistant Accountant **2018-2020**

- Performing General Accounts & Allocation.
- Account Payable / Receivable.
- Assisting in performing periodic management reporting
- Invoice making & Time sheet entry.
- Prepare financial statements & schedule analysis for the month end closing.

M&S CHARTERED ACCOUNTANTS

Assistant Accountant & Auditor **2015-2017**, Tsr-Kerala

- Develop, Implement modify and document recording & recording in system.
- Prepare forms and manuals for accounting & book keeping personnel direct their work activities.
- Bank analysis, evaluate accounting documents previous reports, data flowcharts.
- Determine internal audit scope and developing annual plans.

SALES EXECUTIVE

Nawaes Al Madina – Al qusais, U.A.E **2011-2012**

- Maintain relationships with clients by providing support.
- Information and guidance recommend & Profit and service improvement.
- Prepare reports, by collecting & Analyze and summarizing.

CASHIER (Al Mamzar Park - 6 Months 2012)

- Balancing the cash register and generating reports for credit and debit sales.
- Greet customers entering establishments.
- Resolve customer Complaints

PERSONAL INFORMATIONS

- Place of Birth : Thrissur, Kerala
- Date Of Birth : 28-03-1994
- Sex : Male
- Marital Status : Single
- Passport No : J 9452325
- Visa Status : Visit Visa
- Nationality : Indian
- Driving License : 46/5695/2012 (INDIAN)

PROFESSIONAL QUALIFICATION

- International Professional Accounting (**IPA**) course is completed in Thrissur, Kerala.

LANGUAGES

- English
- Hindi
- Malayalam,
- Tamil
- Arabic

INTERESTS

- Sports
- Reading Books
- Swimming

EDUCATION

- Bachelor's Degree in Commerce (B COM) Punjab university-2015.
- Plus Two: (Board of Higher Secondary Examinations),Kerala, Vijayamatha-2011.
- SSLC: (Under Board of public examinations), Kerala, St.George High School Puttekkara-2009.

KEY RESPONSIBILITIES

- Assist for the internal Audit.
- Checking of company records.
- Checking of company vouchers.
- Manual accounting records.
- Computerized accounting records.
- Assist the external parties for their budgeting and financial Planning.
- Forecasting & estimation of the financial operations.

SOFTWARE KNOWLEDGE

- Tally
- Peach tree
- Quick books
- Orison,
- SAP B1
- Microsoft Office (Excel, Word, Power Point)

STRENGTH & SKILLS

- Good qualitative aptitude along with excellent grasping power and eagerness to learn.
- Proficiency in communication skills.
- Self-motivation and a passion to succeed.
- Determined.
- Adaptability toward any job situations.

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Dubai

SHEHEER T.A

Date