

Mohammed Shahid E

Accountant



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Dubai



Visa Status: Own Visa

Profile

Results-driven professional with a UAE driving License and more than 3 years of experience in accounting, HR, and tourism. Skilled in developing financial systems, managing employee relations, and executing marketing strategies. Expertise in financial reporting, HR compliance, and digital campaign optimization and social media. Proven track record as a travel guide. Strong problem-solving and analytical abilities for efficient, independent work.

Skills & Competencies

- Administrative Task Coordination
- Familiarity with WPS system
- Vendor Management
- UAE VAT and corporate VAT compliance
- Annual and monthly closing and auditing processes
- Bank reconciliation
- Organizational and Document Management.
- Preparation of detailed financial reports.
- Highly organized with attention to detail

Experience

Accounts Executive

Feltron Security Systems LLC

Nov 2023-Present

- Managed all accounting and administrative activities, ensuring accuracy and compliance with financial regulations.
- Summarized current financial status by collecting information and preparing balance sheets, profit and loss statements, and other financial reports.
- Coordinated employee visa arrangements, facilitating smooth international operations.
- Maintains and updates all records and reports related to project materials.
- Prepared and filed tax reports, adhering to regulatory requirements.
- Effectively supported administrative tasks such as book keeping and data entry.
- Organized travel arrangements, optimizing cost and efficiency.
- Arranged insurance for employees, ensuring comprehensive coverage.

Operation Assistant

Arizona Tours and Travels - India / UAE

2022 to Aug 2023

- Assisted with accounting and operational activities, ensuring financial accuracy and efficient processes.
- Acted as a travel guide, providing knowledgeable and engaging tours to clients.
- Scheduled trips and arrangements, ensuring seamless travel experiences.
- Managed ticket booking, coordinating with vendors to secure reservations.
- Developed and executed digital marketing strategies, utilizing social media.

Accountant

Malabar Tech Business Ventures LLP

- Managing accounts administration and project coordination.
- Reconciling already documented reports, statements and various transactions.
- A Handle day-to-day bookkeeping tasks, such as recording sales and expenses, managing accounts payable and receivable, and reconciling bank statements.
- Updating accounts receivable and issue invoices Provides technical support (help desk) to users by troubleshooting problems related to network or platform performance.

Junior Accountant

Standmark International Pvt.Ltd

- Calculate and prepare tax returns for individuals or businesses
- Substantiate financial transactions by auditing documents
- Knowledge of Goods and Services Tax.
- Marketing and Sales.

Experts

- Proficient in Microsoft Office Suite (Excel, Word)
- Knowledge of updated AI tools and websites
- Experienced with accounting software (Tally, Peachtree, QuickBooks)
- Travel arrangements management
- Proficiency in administrative tasks
Knowledge of UAE VAT and corporate VAT compliance.

Education

- **SAP FICO (Financing and Controlling)**
Accountia – International School of Accounting.
- **Bachelor of Commerce**
University of Calicut.

Languages Known

- **English**
Professional Proficiency
- **Hindi**
Begener
- **Malayalam**
Mother tongue
- **Tamil**
Can Speak
- **Arabic**
Can read and Write

Software Proficiency

- **Softwares known:** SAP Fico, Tally , QuickBooks, AI Tools
- **Office Suite:** MS Office (MS Excel, MS Power Point, MS Word)

Personal Details

- Gender: Male
- Nationality: Indian
- DOB: 19-08-1998