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| **SHAMEER**  [**SHAMEER.291739@2freemail.com**](mailto:SHAMEER.291739@2freemail.com)  **C 2620 copy**    **Personal Data:**   |  |  |  | | --- | --- | --- | | **Date of Birth** | 08-Dec-1984 | | | **Sex** | Male | | | **Nationality** | Indian | | | **Marital Status** | Married | | |  | |   **Language Proficiency**   * English * Tamil * Malayalam * Arabic (Reading)   **Computer Proficiency**   * Adequate Computer knowledge. * Proficiency in Microsoft Office   Suite. | Objective Aim to be an associate with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof. A Brief Overview  * **6 years** experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge. * Maintaining the company accounts with accounting software (Eagle Software Solution). * Seeking a position as an Accountant where extensive experience will be further developed and utilized. * Able to use own initiative and work as a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. * Computer erudite & Analyst with a flair for adapting quickly to dynamic business environments * Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. * Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.  Strengths  * Leadership & Team Management. * Result Oriented. Consulting, Planning & Analysis. * Change Management & Relationship Management. * Excellent Communication Skills. * Assess work requirements & co-ordinate in accordance. * Flexible, Smart Working & Sincere * Extreme commitment to all work allotted * Respect and regards for seniors  Professional Expertise Nov 2010 – Oct 2013 Alsafar Travels & Al Shifa Medicals, Gudalur ,IndiuaAccounts & Admin Executive Maintains & update the organization's manpower planning  Payroll preparations, calculations and disburses for various level employees.  Ensures WPS (Wages Protection System) as per UAE labour Law.  Leave salary, gratuity Calculations as per the company policy as well law demands. |

Experiences

**(28.02.2015 – Till date) Amwaj Foodstuff Trading LLC, Dubai UAE**

**Designation: Accounts General**

* Maintain up-to-date billing system, Generate and send out invoices
* Follow up on, collect and allocate payments
* Carry out billing, collection and reporting activities according to specific deadlines
* Monitor customer account details for non-payments, delayed payments and other irregularities
* Research and resolve payment discrepancies
* Preparation and handling of company’s receivables and payables and generate age analysis
* Maintain accounts receivable customer files and records
* Communicate with customers via phone, email, mail or personally
* Assist with month-end closing, Collect data and prepare monthly metrics
* Preparing cheques, payment follow up
* Up to date supplier ledger, sister concern reconciliation
* Data entry for new proposal forms, day to day book keeping
* Perform account and Bank reconciliations.

**Fashion Group, Gudalur, Tamil Nadu, India Aug - 2010 to 2015 Feb**

**Accountant, Store Manager.**

* Stock / Inventory Analysis, Analyzing Sales turnover and Management asset report
* Complete all required reports regarding Sales , Sales Executives and companies who

Supply the products.

* Assisting Sales Manager in the process of stock checking and ordering the products.
* Interpret and analyze team sales data to forecast and enhance sales rep productivity
* Receiving Textile goods, printing cost and analyzing stock details.
* Inventory control of textile shop and products.
* Producing monthly sales report to sale tax Department.
* Customs clearance coordination & processing of shipping documents
* Entering salary reports, monthly sales report and maintaing the stock.

**Customer Care Retention Executive: Airtel, Bangalore, India Dec 2008 to Nov 2009**

**Customer Service Executive - Tata Indicom, Tamil Nadu, India March - 2007 to Nov – 2008**

### Academic performance

* **Bachelor of Arts** (University of Calicut, India)
* **Plus-Two** (University of Calicut, India)
* **Secondary School Certificate (S.S.L.C)** (Board of Public Examination Tamil Nadu Govt)

**Summarization**

I believe that I have the right attitude to be effective, professional & possess the necessary human skills to interact and co-ordinate with superiors and peers alike.