Curriculum

 Vitae **SHAHEEN**

**SHAHEEN.298623@2freemail.com**



**Objective:** Use my knowledge and experience to make a positive contribution in the finance sector, whilst staying abreast with the current technology and practices in the industry.

**PROFILE**

* **More than 10 year’s experience** in the field of **finance.**
* Completed my Master in Commerce in 2016 and currently working in **OK Furniture & Chairs LLC, Dubai** as Chief Accountant.
* Worked for Textile Exporting Company – **Fibertex LLC, Dubai** as Senior Accountant.
* Worked for Distribution company – **Ess Gee Marketing, India** as Accountant
* Excellent IT skills on Tally, Focus, MS Office (especially on MS Excel), and Visual Basic.

**CAPABILITIES**

* Quick at learning new concepts and technologies and putting them to use.
* Excellent Leadership qualities.
* Good communication and interpersonal skills.
* Meticulous and hard working.
* Displaying initiative and independence and can work on own or as a part of a team.
* Setting higher standards of performance.

**EDUCATION**

* + **Master Degree -MBA Sep 2016**

IIMTS - Mahatma Gandhi University

* + **Bachelors Degree in Commerce June 2001 – March 2005**

The University of Calicut, Kerala, India

*Course included: Financial Accounting, Cost Accounting, Management Accounting, Business Statistics, Business Management, Income Tax Law, Income Tax Practice, Banking, Auditing, Human Resource Management, Entrepreneurial Development Programme and Economics.*

* + **ICA EHSS (Xii) June 1999 – March 2001**

Kerala Board of Higher Secondary Education, Kerala

* + **ICA EHSS (X) June 1989 – March 1999**

Kerala Board of Secondary Education, Kerala

**SOFTWARE EXPOSURE**

 **Accounting Packages** : Tally, Focus, Peach Tree, Dac Easy, Wintrade.

**Business application** : C, C++, Visual basic, Sql, Html.

 **Others :** MS Office,

**LANGUAGES KNOW**

**To Speak** : English, Hindi, and Malayalam.

 **To Read and Write :** English, Arabic, Hindi, and Malayalam

**WORK EXPERIENCE**

* + **Ok Furniture & Chairs LLC, Dubai, UAE.**

(A well-established Furniture wholesale Company)

**Dept: Finance (Chief Accountant) from May 2012 till date**

**Job Profile:**

#### Prepare daily cash forecasts

#### Accounts payable – checking, processing and payment of invoices by due date

#### Involved in annual budgets preparation, monthly forecasts, and strategic plans for potential development site.

#### Dealing with all the management and financial transactions including borrowing costs, holding costs, assets register, bank bill, accrual and prepayment etc

#### Establish and maintain close relationships with bank managers, auditors and solicitors, ensuring compliance with all regulatory bodies

#### Assisting the financial Controller with various tasks

#### Establishing Import Letter of Credit & negotiation of Export Letter of Credits.

#### Controlling of Shipment documents, Import/Export documents and follow-up

#### Preparation of Trail Balance, P&L a/c & Balance Sheet Periodically.

#### Prepare and co-ordinate the preparation of financial statements, summaries, finalization of Books of Accounts & Year end schedules.

* + **Fibertex LLC, Dubai, UAE.**

(Established textile wholesale Company)

**Dept: Finance (Senior Accountant cum Logistical Support) from March 2007 to March 2012**

**Job Profile:**

#### Maintaining, monitoring, controlling, follow up & collection of receivables from customers as per management policy.

#### Monitors Accounts payables & issue check for the payments.

#### Maintaining records & controlling the movement of inventory.

#### Preparing, maintaining & monitoring of cash flows & budgets.

#### Day to day bank activities & reconciliation.

#### Establishing Import Letter of Credit & negotiation of Export Letter of Credits.

#### Preparation of Trail Balance, P&L a/c & Balance Sheet Periodically.

#### Prepare and co-ordinate the preparation of financial statements, summaries, finalization of Books of Accounts & Year end schedules.

#### Coordinate with bank authorities, auditors and ensure proper compliance with all statutory regulations & company policies & procedures.

#### Handling of Shipment documents, Import/Export documents and follow-up.

#### Logistical support for Import, Export & Local Shipments.

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* + **Ess Gee Marketing, kerala, India.**

(A leading Distribution company who deals with home appliances like Godej, Allwyn, Electrolux)

**Accountant - from January 2006 to January 2007**

 **Job Profile:**

* Keeping the books of accounts,
* Following up Receivables & Payables,
* Issuing Invoices and preparing other accounting vouchers,
* Verifying the physical stock with the stock records,
* Reconciling account of suppliers & Customers,
* Keeping the Bank accounts in system and reconciliation.
* Handling the petty cash.
* Preparing Trail Balance, P&L A/c & Balance Sheet.
	+ **Penta Taxmen, kerala, India.**

**** (Accountant & Tax Consultants)

**Audit Trainee - from May 2005 to December 2005**

**Job Profile:**

#### All Books from various clients were properly recorded, classified, and then summarizing the data recorded.

#### Prepare bank reconciliation.

#### Preparing Trail Balance, P&L A/c & Balance Sheet.

#### Make confirmation from the banks, and other company about payables and receivables.

**Achievements**

* Successfully completed Advance Diploma in Manual and Computerised Accounting.
* Successfully completed the Basic first aid essential skills & fire fighting training.

**Driving License Details**

Holding UAE & Indian Driving License

**DECLARATION**

 I sincerely believe that the above mentioned facts are true to my knowledge and belief.