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**Shakeeb**

Abu-Dhabi, UAE

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Career Objective

Seeking a challenging position as **Accountant**, one which will make best use of skills and experience while enables further personal and professional development.

Professional Profile

* **2 years of experience in Accounts & Finance**
* Handle accounts up to finalization & prepare Profit and Loss account & Balance Sheet.
* Maintain Accounts Receivable & Payable ledgers, checking, verifying and posting supplier/vendors invoices.
* Generated income statements and prepared balance sheet.
* Carrying out administrative duties and ensuring Managing director and relevant people have all sufficient financial information in order to implement business decisions.
* Well versed in computerized accounting environment viz Sap, Tally, Peachtree and MS Office Applications.
* Excellent communication & interpersonal skills.
* Can work under pressure & meet deadlines.
* Able to handle diverse responsibilities and simultaneously achieve all set tasks.
* Team oriented, can work and relate harmoniously with colleagues.

Career Summary

**Accountant: M/s. NEXA Automobile showroom in India.**

My key responsibilities were:

* Coordinate & provide support for all accounting activities for the company.
* Handle day-to day accounting transactions
* Responsible for petty cash
* In charge of Cash and Bank transactions
* Responsible for Bank transactions
* Handling of Purchase Orders
* Negotiate the prices with to payables
* Follow up outstanding receivables from the customers
* Preparation of Cash payments
* Preparation Cheque payments
* Preparation of receipt vouchers
* Preparation of ledger accounts
* Preparation of cash payments
* Journalising Transactions into Accounting Software
* Preparing Petty Cash Register
* Bank reconciliation and reconciliation of debtors and creditors.

Qualification

**MBA (Finance)** Osmania University

**B.COM (Bachelor in Commerce)** Satavahana university

IT’s Skills

* SAP (FI)
* Microsoft Office Products
* Tally
* Peach Tree

**Skill Summary**

* Cash handling expertise
* Multilingual in English,Urdu,Hindi
* Math aptitude
* Goal-oriented
* Self-sufficient
* Positive
* People-oriented
* Excellent time management skills

PersonalDetails

**Nationality :** Indian

**Date of Birth** : 01/August/1991

**Marital Status** : Single

**Visa Status :** Visit Visa

**Languages** : English/Urdu/Hindi/Telugu