

**Shafeek**

[**Shafeek.352308@2freemail.com**](mailto:Shafeek.352308@2freemail.com)

**Accountant**

**at Al Rafa trading Co LLC (till Oct. 2015)**

**Location:** Dubai, United Arab Emirates

**Education:** Bachelor's degree, commerce

**Experience:** 3 Years, 2 Months

**TARGET JOB**

Target Job Title: Accountant / Assistant accountant

Career Level: Mid Career

Target Job Location: UAE

Career Objective: **Job with a progressive organisation, which will appropriate for continued a challenging position which will fully utilize my demonstrative talents. I prefer personal and professional growth.**

Employment Type: Full Time Employee

Notice Period: None

**PERSONAL INFORMATION**

Birth Date: 8 March 1986

Gender: Male

Nationality: India

Residence Country: Dubai, United Arab Emirates

Visa Status: Visit Visa

Marital Status: Single

Driving License Issued From: India

**EXPERIENCE (3 YEARS, 2 MONTHS)**

September 2013 - October 2015

**Accountant**

at **Al Rafa trading Co LLC-**

It is a **Wholesale** and **retail** **trader** of food containers and packing materials)

Location**: Dubai, United Arab Emirates**

Company Industry: **Retail/Wholesale**

Job Role: **Accounting and Auditing**

▪ Coordinate with the finance manager and Chief accountant.

▪ Handle bank reconciliation account

▪ Prepare final accounts and yearly reports in the absence or as per the advice of senior accountant.

▪ Monitor advance payments made and update ledger.

▪ Posting and recording of all invoices and receipts. Do all reconciliations and other reports.

▪ Daily reports to senior accountant on sales, receipts, payments, expenses, etc.

▪ Prepare monthly statements of payments to suppliers and receipts from customers.

▪ Prepare cheques or transfer to account of suppliers.

▪ Handle petty cash and make day to day entry. And prepare quotation

▪ Manage branch, handle workers, make invoices, handle cash, etc.

▪ Handle accounts receivable and accounts payable.

November 2010 - October 2011

**Junior accountant**

at **Nambiar associates**

it is **Accountants** and **tax** **consultants** **firm** in kerala, india

**Location:** Kerala, India

**Company Industry:** Accounting/Auditing

**Job Role:** Accounting and Auditing

o Collect financial records for preparing reports.

o Maintaining financial files and documents

o Recording financial data in computer.

o Coordinate accountant to make monthly reports

o Make a tax reporting in a timely manner

o Making online payment related to tax

o Did any other duties as assigned

**EDUCATION**

**Bachelor degree in commerce (accounting)**

at Calicut university **Location:** Calicut**,** Kerala, India

**Completion Date :** September 2010

**Diploma in Financial Accounting**

at Lakhotia Computer Centre, Location : Kannur, kerala, India

Completion date : February 2012

**SKILLS**

* Tally.ERP9 , Peachtree
* Ability to work independently
* Strong organizational and time management skill
* Ability to communicate effectively verbally and in writing
* Ability to effectively interact with employees and vendors

**LANGUAGES**

**English Hindi**

**Level:** (Intermediate)  **Level:** (expert)