**CURRICULAM VITAE**

**EXPERIENCED, POSTGRADUATE WITH COMPUTER SKILLS AND UAE DRIVING LICENSE**

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| SHAMEER , MBA IN FINANCE |

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|  | **Place :** Al Rigga - Dubai  **Nationality :** Indian  **Visa Status :** Visit Visa  [SHAMEER.371520@2freemail.com](mailto:SHAMEER.371520@2freemail.com) |  | EXPERIENCE**SALAM INT’L INVESTMENT LTD****ACCOUNTANT - CORPORATE FINANCE (Sep-15 Jul -17)** A to Z Management of Finance of Salam Int’l Investment Company and its subsidiaries (Salam Hospitality, Salam Globex, Salam Tower & Salam Bounian) Financial Reporting as per IFRS, Budgeting, Forecasting, Cash Management, AP, AR, Payroll & Negotiations. **MANCHESTER SHIPPING LLC**  **GENERAL ACCOUNTANT (Sep-14 to Sep-15)**  Carrying out all the accouting task assigned by group finance manager including project finance, payroll, custom duty clearance, month end financial reporting, tax Audit, supervise and monitor subsidiary companies cashier, AP / AR Accountants in timely reporting. **RELIANCE INDUSTRIES LIMITED****FINANCIAL ACCOUNTANT - INTERNSHIP (Apr-14 to Sep-14)** Assisting finance manager in specailised financial reports: (budgeted actual analysis, project based revenue). Evalution of SBLC & BG as per standard norms, Dealing in investement and securities, maintaining bank position and handle other works assigned by finance manager  **POWERCON SWITCHGEARS LTD** ACCOUNTS ASSISTANT (Jun-11 to May-13) Reporting to CEO , Bank reconciliation, timely update on AP/AR, process Asigned Payroll (OT), tax returns, prepare P&L and balance sheet, petty cash & LPO validation. EDUCATION**MASTERS OF BUSINESS ADMINITRATION IN FINANCE – DISTANCE (2014 - 2016)****SUNRISE UNIVERSITY** MBA in Finance is an Post Graduate Degree Program focused international financial and investment managment, under distance professional learning. **BACHELOR OF ACCOUNTING AND FINANCE (2011 TO 2014)** **UNIVERSITY OF MUMBAI** Bachelor of Accouting and Finance is an Graduate Degree Program, under three-year regular course. |
| A financial professional with 5 years of experience as a accountant with demonstrated history of working in corporate finance. Expertise in Oracle and SAP, analytical Skills, Taxation, and financial reporting. Works systematically and accurately. Capacity to work under pressure in multicultural environmentPERSONAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | COMMUNICATION |  |  |  |  |  | | PROBLEM SOLVING |  |  |  |  |  | | DETERMINATION |  |  |  |  |  | | WORK ETHIC / PERSISTENCE |  |  |  |  |  | | LEADERSHIP |  |  |  |  |  |  TECHNICAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ADVANCED EXCEL & MS OFFICE |  |  |  |  |  | | ORACLE ERP (R-12) |  |  |  |  |  | | ORACLE HYPERION |  |  |  |  |  | | TALLY (ERP 9) |  |  |  |  |  | | EFREIGHTSUITE |  |  |  |  |  | | QUICKBOOKS (R11- ENT-14.0) |  |  |  |  |  | | SAP FICO EP-1 |  |  |  |  |  |  PROFESSIONAL SKILLS  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | FINANCIAL REPORTING (IFRS) |  |  |  |  |  | | AUDITING / TAXATION |  |  |  |  |  | | BUDGETING & FORECASTING |  |  |  |  |  | | PAYROLL / CONSOLIDATION |  |  |  |  |  | | BANKING FINANCE / LC / BG |  |  |  |  |  | | GAAP |  |  |  |  |  |  LANGUAGES  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ENGLISH |  |  |  |  |  | | HINDI |  |  |  |  |  | | MARATHI |  |  |  |  |  | | TAMIL |  |  |  |  |  | | MALAYALAM |  |  |  |  |  | | ARABIC |  |  |  |  |  | | |

## WORK EXPERIENCE:

#### **SALAM INT’L INVESTMENT LTD - DOHA QATAR**

#### Salam Internaitionl is conglomerate Publicly listed [Qatari](https://en.wikipedia.org/wiki/Qatar) shareholding company. Salam International operates through its subsidiaries in Qatar, the United Arab Emirates, Palestine, Kuwait, Saudi Arabia, Oman, Bahrain, Jordan and Lebanon. The company is headquartered in Doha, Qatar.

Job Responsibilities: Accountant - Corporate Finance (Sep-2015 to Jul-2017)

* Responsible for month end closing process and preparation of financial statements for various entities, for CFO’s review, firm’s partners and outside auditors.
* Coordination of the quarterly review and annual audit with our outside auditors, including the timing of audit, provides leadership to financial reporting and accounting departments in preparation of work papers, and coordination of responses to questions.
* Working with executives and business heads to Initiate and finalize annual budget and quarterly forecasting activities and reporting and track profit / loss performance by business unit and on consolidated basis.
* Analysis of monthly general ledger account activity, journal entries, accruals, variances to forecast, and reconciliation of various accounts, fixed asset administration, and various employee benefit accounting.
* Assists in the ongoing maintenance of Hyperion to ensure accuracy and efficiency of the consolidation and reporting process and implementation of Oracle.
* Supervision of accounts payable process and accounts receivable billing process produces monthly, quarterly and annual financial reporting.
* Supervises and reviews the work of the accounts payable staff to ensure timely and accurate payments and maintenance of various spreadsheets to support financial transactions and analysis of various expenses.
* Assist in preparation of audit work papers for year-end audits with outside auditors and Liaise with the auditors to ensure a clean and timely year-end audit.
* Carry out an independent appraisal of the effectiveness of the policies, procedures and standards by which the clients’ financial, physical and information resources are managed.
* Bank reconciliations and various treasury functions, including bank liaison and cash flow management between various bank accounts and entities.
* Represent the department in meetings and through written and verbal communication with internal and external customers.
* Collaborates with the other department functional head to support overall department goals and objectives. Assist company in executing company policies and compliance procedures.

**MANCHESTER SHIPPING LLC - DUBAI UAE**

Manchester Shipping is an international leading Freight Forwarding LLC Company since 2008. Manchester Shipping offers direct outbound and inbound services from major cargo destinations around the world.Evolving itself to meet the changing needs of the industry and offering quality solutions to clients.

Job Responsibilities: General Accountant (Sep 2014 to Sep 2015)

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Perform the processing of functional and benefits expense allocations, monthly accruals, amortization of prepaid expenses, fixed assets depreciation and recording of adjusting and reclassification journal entries.
* Maintain general ledger by transferring subsidiary accounts, preparing a trial balance reconciling entries.
* Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
* Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer’s benefit costs, accruals and prepaid expenses.
* Prepare financial reports such as financial statements, budget performance and financial reporting.
* Produces payroll by initiating computer processing, completes external audit by analyzing and scheduling general ledger accounts, providing information for auditors.
* Ensure accuracy of financial statements in accordance with GAAP and compliance to internal policies.

**RELIANCE INDUSTRIES LIMITED - MUMBAI INDIA**

Reliance Industries Limited (RIL) is an Indian conglomerate holding company headquartered in Mumbai, Maharashtra, India. Reliance owns businesses across India engaged in energy, petrochemicals, textiles, natural resources, retail, and telecommunications. Reliance is the third most profitable company in India the second largest publicly traded company in India.

Job Responsibilities (Internship): Financial Accountant (April 2014 to Sep 2014)

* Evaluating of SBLC/BG ( Stand By Letter Of Credit/ Bank Guarantee) making necessary changes as per company requirement and payment of SBLC/BG
* Substantiates financial transactions by auditing documents.
* Arranging of fund for payment proposal to vendors, duties, rent &salaries.
* Reconciles financial discrepancies by collecting and analyzing account information
* Assist with implementing and maintaining internal financial controls and procedures.
* Assist in preparation of actual and forecasted financial reporting packages highlighting revenue and related compensation
* Handle other day-to-day work Assigned by Finance Manager.

**POWERCON SWITCHGEARS PVT LTD** - **MUMBAI INDIA**

PowerCon Switchgears is a Loyal Panel Board Builder. The company engages in Design, Manufacturing & Testing of all kind of Electrical low voltage Panel boards that are built to international standards (IEC or Equivalent). The Switch boards are designed in house by professional team of engineers.

Job Responsibilities: Account Assistant (Jun 2011 to May 2013)

* Daily cash flow entries / reports and purchase entries along with LPO validation
* Preparing financial Reports such as sales, purchase, bank, cash inflow, final statement etc. when required by the management.
* Follow up on the account receivables and ensure to keep updated on accounts payable
* Ensure monthly reconciliation of all the suppliers and customers statement
* Proper coordination, communicating with customers via phone, email, mail or personally
* Monitors assigned payroll activities and program components for the purpose of ensuring compliance with established financial, legal and administrative requirements.
* Summarizes current financial status by collecting information, prepare balance sheet, profit and loss statement and other reports. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Monitor & resolve bank issues including fee anomalies and check differences reconcile and maintain balance sheet accounts.

**PERSONAL INFORMATION:**

Religion : Islam

Nationality : Indian

Marital Status : Single

Date of Birth : 25th May 1992

Place of Birth : Mumbai

Hobbies : Watching News and Learning new things.

I hereby declare that the above information is true and can be proved whenever required. One chance is enough for me to prove my ability & Sincerity. I sincerely want to be a part of your kind organization.