**Resume**

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**SAMEER** [**SAMEER.372001@2freemail.com**](mailto:SAMEER.372001@2freemail.com)

**Career Objectives:**

Seeking a long-term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

**Skills**

* Communication Skill
* Tally ERP, Peachtree
* MS office
* Team Player
* VAT
* Problem solver
* MIS report
* Account Payable
* Financial Reporting
* Basic SAP

**Experience details:**

**Senior Accountant: SK engineering & construction Ltd-Qatar Nov 2014 to Jan 2017**

*Duties*:

* Prepare and deliver timely and accurate monthly, quarterly and yearly financial statements as per IFRS standard.  
  • generate gratuity computation for payroll department

• Preparation of MIS report and cash flow statement.  
• Supervise the accounting department’s daily activity and all its functions including invoices, trade payable, trade receivables, and payroll system  
• Generate reconciliation bank statement.  
• Responsible of the company’s cash management including internal and external transfers and manage banking facilities.  
• Work closely with the internal auditors, provide all requested details and review their reports.

• Preparation of various cost report and fixed asset report.

**Senior accountant** : **Biomed Healthcare - India -Jan 2013 to Aug 2014**

*Duties:*

* Generate financial statement as monthly, quarterly and yearly.
* Monitoring internal controls, general ledger, invoices, purchase order.
* Payroll monitoring and inventory management.
* Preparation of budgets and monitoring expenses as per company’s budgets.
* Planning & monitoring day to day cash flow management.
* Monitoring trade receivable, trade payable and petty cash management.
* Monitoring payments to suppliers timely and with cost effectiveness.
* Maintaining organized set of detailed records and files to document financial transaction.
* Making and implementing internal controls to improve accounting procedures.
* Monitoring bank reconciliation statement and other bank operation.
* E- filing return of VAT,TDS, Service Tax and Income Tax.
* Preparation of MIS report

**Accountant : Aldrees Petroleum &Transport Service Co-Saudi Arabia Dec 2008 to Oct 2012**

*Duties:*

* Preparation of daily ledgers and invoices.
* Coordination with Trade payable and Trade Receivable
* Preparation of Bank reconciliation statement.
* Petty cash management, Payroll reporting and inventory control.
* Preparation of final accounts and financial statement.
* Assisting and coordinating with finance managers.

**Educational Qualification:**

* Bachelor of commerce (B.Com)-finance and accounts from Calicut University-India(2005-2008)

**IT Education**

* Advance Diploma In Computer Application (Infocom Computer Centre, 2005-2006).
* Diploma in Computerized Accounting with Tally and Peachtree (Accounts Service Society -2008)

**Language skills:**

* English, Arabic, Hindi, Malayalam & Tamil

**Hobbies**

* Cricket and Reading

**Personal Details:**

Age & Date of birth : 30 & 24th May 1987

Height & weight : 5’8” & 70

Sex : Male

Nationality : Indian

Religious : Islam

Marital status : Married

Current location : Dubai, Deira

**References:**

I can provide up on request

**Declaration:**

I hereby declare that the above mentioned information is true as per my belief and Knowledge.