

Shahbaz

Accountant

**Jumeira, Dubai, U.A.E.**

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AN OVERVIEW

Well qualified Accountant with 5+ years of proven work experience with reputed companies. Demonstrated strong competencies in General accounting operations encompassing books of accounts management, Accounts receivables, Accounts Payable, Bank reconciliation and MIS reports Admired and valued for commitments in safeguarding present and previous companies finances by preparing accurate accounting reports effectively utilized by management in their planning and decision making.

ACADEMIC QUALIFICATION

* Master of Commerce-Madurai Kamaraj University-2014.
* Bachelor of Commerce- Kannur University, Sir Syed Institute for Technical Studies-2012.
* Higher Secondary (XII) KHSE – Commerce, Azhikode Higher Secondary School-2009.
* High School (X) SSLC Kerala, Thajul Uloom English Medium School-2007.
* Basic Schooling has been done from New Horizon Indian School, Sharjah, UAE.

PROFESSIONAL EXPERIENCE

**JOB DESIGNATION : SENIOR ACCOUNTANT**

**COMPANY : INDIAN SALES CORPORATION, Kannur, Kerala, India.**

**INDUSTRY : SAMSUNG MOBILE PHONE & ACCESSORIES DISTRIBUTION.**

**DURATION : May 2016 - Oct-2017**

**JOB DESIGNATION : ACCOUNTANT**

**COMPANY : THE BUSINESS HOUSE Group, Kannur, Kerala, India.**

**INDUSTRY : LIGHT FIXTURE & PROPERTIES.**

**DURATION : JULY 2013 - FEB-2016**

**JOB DESIGNATION: ASST. ACCOUNTANT**

**COMPANY : SIGNATURE MOTORS INDIAN PVT.LTD, Kannur, Kerala, India.**

**INDUSTRY : MOTOR CYCLE & SCOOTERS**

**DURATION : JULY 2012 - JUNE-2013**

TECHNICAL KNOWLEDGE

* Certification in Computerized Indian and Foreign Accounting from 'Spectrum Computers'.
* Advance technical accounting works related to Budgeting and MIS.
* MS Office - MS Word, MS Excel (Advance Level), PowerPoint.
* Certification in Computer Hardware and Networking from ‘LCC InfoTech’
* Microsoft Certified System Engineer (MCSE) from 'LCC InfoTech’.
* Basic Software Development Tools (Html, C, Java, DBMS).
* Knowledge in Mobile Software and Hardware, and their Troubleshooting.
* Operating Systems: Windows 8, Windows 7 & Windows XP

**JOB DESCRIPTION**

* Preparation of Final accounts like Trail Balance, Profit & Loss a/c and Balance Sheet.
* Managing the Finance and Accounts department covering Financial Accounting, Reporting, Forecasting, Budgeting and MIS.
* Prepare monthly financial reports like MIS, Sales Register, Trail Balance for submitting to Finance Manager/Management.
* Prepare monthly payroll based on attendance report from Admin or HR Officer and verify the contracts and offer letter & maintain staff accrual details ( Leave Salary, Gratuity Etc.).
* Maintain records of goods ordered, received, Closing quantity, shortages and stock adjustments (Stock Register).
* Supervise the daily activities of the subordinates & Store Keeper.
* Accounting the day to day transactions of the company in to the Accounting software (Sales, Purchase, Receipt, Payment, Petty Cash, adjustments entries, debit/credit notes) with proper supporting voucher.
* Handling the Cash, Petty Cash, Cheques and vouchers.
* Preparing and maintaining the personal accounts and properties details of Managing Director.
* Daily/weekly Bank Reconciliation and debtors, creditors reconciliation.
* Prepare the debtors and creditors report on daily/weekly basis and follow-up (Ageing Wise).
* Preparation of Daily report and submitting to Manager/Management.
* Monthly physical verification of Fixed assets & Stock items as per cycle count schedule.
* Verifying the Supplier invoice & other bills as per the company policy or PO.
* Prepare the Payment Inflow & Outflow chart on weekly basis .
* Process payment through bank transfer and cheque after approval from Manager/Management.
* Computation and e-filling of **GST, VAT, CST, TDS and Service Tax** to Govt. authorities.
* Keep track of documentation of all financial transactions- in as well as out (with e-mail approvals).
* Review audit plans, related audit programs, working papers and draft report prior to submitting them to Manager/Management for review.
* Co-ordination with Chartered Accountant to finish the audit work for the previous year.
* Check correctness of all vouchers and bills and modify appropriately on daily basis after approval.

**STRENGTHS**

* Good communication skill and convincing capability
* Broad-based Accounting work experience
* Team working and effective in leading
* Fast learner with an ability to excel
* Well versed with internet research method
* Well versed in GST, Vat, TDS computation & E-filing

Personal Details

Name : Shahbaz

Gender : Male

Religion/Caste : Islam/Muslim

Nationality : Indian.

Date of birth : 29th August 1991

Marital Status : Married

Languages : English (Read /Write/Speak), Hindi (Read/Write/Speak),.Arabic fdsdgsdgsdgsgsdgsdgs (Read/Write/Basic), Malayalam (Read /Write/Speak).

Visa Status & Expiry : Visit Visa, Feb 09, 2018

Personal Objective

My desire is to create a truly competitive arena wherever I work. I want to bring my enthusiasm and sense of confidence to the organization and to the people I work with.

References

Professional/ Personal references would be gladly furnished upon request.

Declaration

I hereby declare that all the information furnished above is true to the extent of my knowledge. I also declare that if ample opportunities are provided, I promise to serve the best of my knowledge.

Place: Dubai **Shahbaz**

Date: 05-12-2017