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| **CURRICULUM VITAE**SHAHEER ***F:\DSC_8553.JPG******Contact Information:*****Mobile: U.A.E****Whatsapp +971504753686 / +919979971283**Email:Shaheer.376047@2freemail.com Personal Data:*Date of Birth* : 12-03-1989*Nationality* : IndianMarital Status: single*Languages :* English, *Known*  Hindi, Tamil Malayalam  | Profile I have over  **5yrs and 10 mnth** of work experience in the area of accounts. Currently I am working in **Al Falujah Trading Company**. With a designation of **Accountant** since 01 Dec, 2015 onwards. And I have worked other three companies also.  I have completed **Degree from Pondicherry University, India and MBA In Finance from Bits, Rajasthan India.**I am actively looking for suitable positions in the Accountant in an esteemed establishment.      I can ensure an impressive performance combined with diligent work, if offered a suitable opportunity. Kindly peruse the CV for any related positions. Your gesture will be much appreciated.Academic record

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| * BRILLIANT INSTITUTE OF TECHNICAL STUDIES **( M.B.A. FINANCE )**

 NIMSUNIVERSITY  RAJASTHAN, JAIPUR * MAHATMAGANDHIGOVT. ARTS COLLEGE

**( B.A. ENGLISH )**  PONDICHERYUNIVERSITY  MAHE, INDIA * HIGHER SECONDARY JAWHARLAL NEHRU GOVT HIGHER SECODARY SCHOOL

 MAHE INDIA * S.S.L C JAWHARLAL NEHRU GOVT HIGHER SECODARY SCHOOL

 MAHE INDIA |

Computer KnowledgeCompleted Six month certificate course in Computer Application.* Comfortable with Microsoft Office, Accounting software.
* Comfortable in Photoshop.

DEC 2015 TO TILL DATECompany : **UNIVERSAL EXCHANGE CENTER.** Position Holding : **REMITTANACE OFFICER.**Location :  **SHARJAH, UAE.****EXPERIEENCE**

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| * Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
* Resolve problems or discrepancies concerning customers' accounts.
* Carry out special services for customers, such as ordering salary ATM cards and WPS making.
* Coordinates set-up and maintenance activities for the remittance processor and related equipment.
* Performs other related duties as assigned.
* Compose, type, and mail customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
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|  | MAY 2014 TO SEPTEMBER 2015 Company : **B S K ASSOSIATE**Position Holding : **ACCOUNTANT.**Location :  **NEW MAHE, INDIA.****EXPERIEENCE*** Finalize the day's balance, and prepare and print management reports
* Preparation and maintenance of various registers like purchase register, sales register, journal register, debit note register, credit note register, receipt register (RR), payment register (PR), etc.
* Establish tables of accounts, and assign entries to proper accounts.
* Document recordkeeping and accounting systems, making use of current computer technology
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* Responsible for expenditure and collection transactions.
* Handled customer inquiries, researched problems and developed solutions.
* Handling payroll of 20 employees’
* Maintaining track record of company’s expenses
* Interact with internal and external auditors in completing audits

MAR 2012 To MAR 2014Company : **SOUBHAGHAYA GROUP** Position Held : **ACCOUNTANT**Location :  **THALASSERY, INDIA.****EXPERIEENCE*** Expertise in TALLY ERP for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management and General Ledger.
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors &Creditors Outstanding list and reporting to Management
* Expertise in reconciliation of receivable & payables with their respective statements
* Employees’ payrolls and payments to vendors.
* Expertise in Preparation of monthly schedules
* Supervising and Coordinating subordinates to ensure in smooth accounting.
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|  | JAN 2011 JAN 2012Company : **SOUNDHARAYA TEXTILES** Position Held : **ACCOUNTANT**Location :  **THALASSERY, INDIA.****EXPERIEENCE*** Prepare financial statements
* Handling daily exp
* Voucher proper exp entry in ledger.
* Salary & Wages Worker & Staff Monthly
* Prepare Parties Cheques & Other Wages Staff
* Prepare Staff Salaries statement in every month 1st week
* Advance Payment deduction Staff & Worker against Salary end of the month
* Purchase Invoice book & other bill make journal in our ledger
* Parties Supply goods Invoice Make
* Cash Book Reconciliation end of the every Month
* Bank Reconciliation with Bank & our Ledger end of the Month
* Recovery of Payment from Parties
* Parties Ledger Maintain in excel Sheet
* Any report is required expense& other to management make give.

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| **PERSONAL DETAILS** |

* Date of Birth : 12 MARCH 1989
* Gender : Male
* Languages Known : English, Hindi, Tamil, Regional Language
* Nationality : Indian
* Caste & Religion : Muslim
* Marital Status : single

PASSPORT DETAILS/ VISA / OTHER DETAILS* Date of Issue : 10/12/2009
* Date of Expiry : 09/12/2019
* Visa Status : Residency Visa
* Joining Time : 1 Month

DECLARATIONI hereby declare that the above furnished details are true and current according to my knowledge and belief. **SHAHEER** |