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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](mailto:Shaheer.376047@2freemail.com)  Personal Data:  *Date of Birth* : 12-03-1989  *Nationality* : Indian Marital 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   |  | | --- | | * 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 Knowledge Completed Six month certificate course in Computer Application.  * Comfortable with Microsoft Office, Accounting software. * Comfortable in Photoshop.   DEC 2015 TO TILL DATE  Company : **UNIVERSAL EXCHANGE CENTER.**  Position Holding : **REMITTANACE OFFICER.**  Location :  **SHARJAH, UAE.**  **EXPERIEENCE**   |  | | --- | | * 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. | |
|  | 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 2014  Company : **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. | |
|  | JAN 2011 JAN 2012  Company : **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.  |  | | --- | | **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   DECLARATION  I hereby declare that the above furnished details are true and current according to my knowledge and belief.  **SHAHEER** | |