



Sameerudeen

Accountant Cashier

✉ SAMEER-406112@2freemail.com

☎ +971 505657275 ✈ visit visa until

🏠 DUBAI, Arab Emirates

SUMMARY

Admin with Accounting Assistant with 3+ years of experience in accounts receivable, accounts payable, processing invoices, and payroll. Expert at using Tally and advanced Excel functions to reduce processing times and save costs. Possess a bachelor's degree in commerce with a focus on accounting.

EXPERIENCE

Admin with Accounting Assistant

Accessories General Trading LLC, Dubai, Arab, Emirates (2022-2023)

- ❖ Provide administrative support to the accounting department.
- ❖ Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc.
- ❖ Monitor status of accounts receivable and payable to facilitate efficient processing.
- ❖ Preparing monthly filling VAT.
- ❖ Manage cash and Bank Accounts accurately salary sending.
- ❖ Prepared invoices, expenses reports, and payment memos.
- ❖ Prepare checking the daily purchase and sales reporting entries.
- ❖ Performed data processing in Tally and excel.

Data Entry and Customer Service

Unilabs, Dubai, Arab Emirates (2021-2022)

- ❖ Working for customer services and data entries in Expo 2020 Dubai, Covid test center in Unilabs 6 Month project.
- ❖ Prepare source data for entry by opening and sorting mail on documents.
- ❖ Customer take covid test and entry the EID details,
- ❖ Prepare result and invoice send the mail in customer.
- ❖ Save organization data by keeping information confidential.
- ❖ Review data for deficiencies or errors, corrects any incompatibilities if possible and check output.

Junior Accountant

Max Fashion, Trichy, Tamil Nadu, India (2019-2021)

- ❖ Prepare financial statement accounts payable and receivable.
- ❖ General ledger maintenance and tax preparation
- ❖ Journal entry and handle petty cash.
- ❖ Supporting senior accountant
- ❖ Handle bank statement and invoice payment month expenses.

Education

Bachelor of Commerce (Accounting)

M.I.E.T College (Bharadithasan University) Tamil Nadu, India

July 2016 – March 2019

Skills

- ❖ Accounts knowledge of Taxation and VAT.
- ❖ Good communication oral and written.
- ❖ Experience in accounting software tally.
- ❖ MS-Office
- ❖ Work in non-business hours.

Personal Information

- ❖ D.O.B : 26-07-1999
- ❖ Nationality : Indian
- ❖ Gender : Male
- ❖ Marital status : Married
- ❖ Passport NO : T6581093
- ❖ Visa status : Visit visa until (25-03-2024)
- ❖ Languages : English, Malayalam, Tamil, Hindi

declaration

I hereby declare that all the above stated information is true and correct to the best of my knowledge and belief.



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