Shajeer -

M.Com & B.Com Accounting Professional with UAE experience (11 Years)

Email: [shajeer.52630@2freemail.com](mailto:shajeer.52630@2freemail.com)

**Languages**: English, Malayalam, Hindi and Arabic

**Nationality**: India

**Marital Status:** Married

**Driving License:** United Arab Emirates (In Process)

# **O**bjective

Seeking challenging and rewarding middle level position in finance and accounting across multinational or local organizations, demanding high standards of quality and precision and providing opportunities to amalgamate my personal enrichment with professional goals.

# **P**rofile **S**ummary

**I am passionate and energetic finance professional with more than eleven (11+) years of diversified experience in multicultural working environment, combining broad exposure in all aspects of Finance and Accounts.I hold a Masters Degree and Bachelors Degree in Commerce (B.Com) and Diploma in Computerised Financial Accounting.I am proficient in using CITRIX software (ORACLE based), Tally, Dac Easy, Peachtree, QuickBooks, Microsoft Office Tools and other accounting software applications.**

# **K**ey **C**ompetencies and **S**kills

* Accounts and Finance
* Payroll Management
* Procurement Skills
* Financial Reporting
* MIS Reports
* Inventory Management
* Reconciliation of Accounts
* Cash Flow Management
* Credit Control
* Aging Analysis
* Accounts Payable
* Accounts Receivable
* General Ledger Accounting

# **P**rofessional **E**xperience

### **SMART OFFICE SOLUTIONS LLC. – Dubai, United Arab Emirates Mar 2008 to Present**

#### **ASST.FINANCE MANAGER**

##### Financial Accounting and Banking

* Preparing financial accounts on monthly basis and generating financial reports.
* Assisting in drafting multiple financial reports and feasibilities for the projects.
* Maintaining and updating Fixed Assets Register.
* Preparing Sales and Benefit reports at end of each month.
* Preparing and updating retail invoices, GRN, debit and credit notes.
* Ensuring deposit and clearance of cheque and managing Post Dated Cheque, Overdraft and Overseas Payments.
* Reconciling ledger accounts with banks, vendors and debtors.

##### Logistics, Administration and Human Resource Management

* Clearing materials imported through Land, Marine and Airway Shipment.
* Updated practical knowledge regarding bills of lading, airway bill, certificate of origin and other related documents*.*
* Preparing quotations, local and international purchase orders.
* Negotiating with local and international suppliers and shipment companies.
* Corresponding with suppliers, banks and international parties.
* Managing furniture and interior laborers and their payroll as per WPS system.
* Processing visa and other related legal requirements for workers.
* Maintaining and updating attendance register along with leave, bonus, increment, overtime and advance/ deduction details.

##### Projects of Smart Office Solutions (Provided Services: Furniture and Interior):

Dubai International Airport – Terminal 3 Furniture

Dubai Police GHQ – CID Project Furniture

Ministry of Environment and Water Furniture

Gulf Drug Barsha Office – Business Bay, Dubai Interior and Furniture

Dubai Police Rescue and Transport Interior

Awqaf and Minors Affairs Foundation Interior

Emirates Islamic Bank – Various Branches Interior

American Life Insurance Interior

Al Barsha Hotel Residence Interior

Emirates Authority for STD and Metrology Interior

### **Mohammed and Associates – India Feb 2004 to Dec2007**

#### **Assistant Accountant cum Administrator**

##### Responsibilities:

* Assisting in preparing financial accounts.
* Entering accounting transactions in relevant general ledgers on daily basis.
* Maintaining and updating accounts payable and accounts receivable.
* Managing inventory and preparing stock reports.
* Reconciling accounts with banks and rectifying any discrepancy.
* Procurement process managing and coordinating with vendors.
* Preparing and updating expenses record with supporting documents.
* Managing and updating business record and documentation.

# **A**cademic and **P**rofessional **Q**ualifications

***Masters Degree in Commerce 2010 Kannur University-India***

***Bachelors of Commerce (B.Com) 2005 Calicut University – India***

***Diploma in Computerized Financial Accounting 2004 India***

# **IT S**kills

I am proficient in using **CITRIX software (ORACLE based), Tally, Dac Easy, Peachtree, QuickBooks, Microsoft Office Tools** and other accounting software applications.