

SHABEEB

SHABEEB.328190@2freemail.com

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**Objective**

Currently looking for a challenging position for a **Accountant/Administration/Customer Service Assistant** that will utilize my knowledge, skills, and abilities to provide high quality services to employees, I have the ability to be Committed to my job, meeting deadlines and achieving good results with strong communication skill and capable of relate myself at levels

**Executive summary**

* A competent professional, with around **3 year of experience** in finance, Accounts and operation and administration.
* Hold MBA(*Specialization in Finance*) and  B.Com *(Specialization in computerized accounting)*
* Pursuing CMA-USA
* Domain knowledge in Accounts and administration.
* Significant exposure in developing and effectuating innovative business development strategies.
* An effective communicator with except relationship, management skills with the Ability to adapt with people at any level of business and management.
* Ability to easily understand new concepts with minimum refractory time
* Perseverance and Integrity to Work
* Objectivity and Innovative Thinking

**Career Summary**

***Xerox Business India Pvt Ltd (MNCs) June 2015 - July 2016***

***Financial Accountant***

Jobs and Responsibilities

* Working in accounts payable department of the company
* Worked in Accounts payable Department of Dubai, Poland and Thailand Regions
* Debit Note preparation and Debit Balancing
* Handling month end close
* Working with spreadsheets, sales and purchase ledgers calculations
* Accounting of Invoices purchase bills
* Preparation of Financial Reports, charts tables and other exhibits as requested
* Planning and performing operational and financial Audit
* Formulating professional development and training plans for team mates
* Internal Auditing
* Analyse Trends in Revenue and Expenses
* Communication with clients for new updates
* Maintain Down payment request and clearing
* Analysing and Reporting blocked and parked items

***M ABDULRASHEED ASSOCIATES June 2013 - May 2015***

***Accountant &Administration Officer***

Job Responsibilitiesin Accounting

* Working with spreadsheets, sales and purchase ledgers and journals.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Internal Auditing and warehouse Audit and Stock verification
* Prepare Bank reconciliation Statement
* Preparation of monthly Income Statement and Balance sheet
* Developing Recommendations and reports based on audits and presenting these ideas to senior management
* Planning and Performing Financial Audit
* Preparation of GL Account
* Managing Petty Cash Dealings
* Prepare the Journal Vouchers
* Ensure proper Maintenance of accruals
* Prepare Bank reconciliation Statement

 Job responsibilities in Administration

* Management of office equipment
* Maintaining a clean and enjoyable working environment
* Handling external or internal communication or management systems
* Managing clerical or other administrative staff
* Organizing, arranging and coordinating meetings
* Sorting and distributing incoming and outgoing pos

**Academic Credentials**

**Master of Business Administration** Body: Bharathiar University (Completed)

(2015)

**Bachelor of Commerce** Body: Kannur University (Completed)

(2013)

**IT Skills**

* Tally ERP9,Outlook
* Quickbook
* Microsoft Office Applications- Word, Advance Excel, and Power point
* SAP

**Personal Details**

Nationality Indian

Date of Birth June 30 1992

Gender Male

Marital Status Single

Current Residence United Arab Emirates

Driving Licence. Indian

Visa Status Visit Visa (expires on March)

Languages English(fluent), Hindi(reading/writing)

Reference Available Upon Request