**Applying for: General Accountant / Credit Controller-Cost Controller**



**SHEFEEK SHOUKATHALI**

**Address: DEIRA – DUBAI**

**Email:** [**shefeek-394231@2freemail.com**](mailto:shefeek-394231@2freemail.com)

**Objective**

Experienced and well proficient Accountant with MBA Finance from University of Kerala and Graduation in Accounting, Indian seeks to utilize my more than 5 years experience and expertise as the new Accountant of Reliance Capital Ltd. ([www.reliancecapital.co.in](http://www.reliancecapital.co.in/)) I have acquired skills, connections, experience, and the ideal attributes to manage one company’s needs in different accounting areas such as tax accounting, external or internal auditing, account management, and analysis of Financial Statements among others.

**Strengths**

• Master’s of Business Administration –Kerala university, 2013.

• Bachelor Degree in Accounting.

• Member; Minnesota Association of Public Accountants

• Accounting Proficiencies – Tax Accounting, External/Internal Auditing, Inventory Management, Financial

• Analysis, and Account Management

• Well-organized

• Professional conduct at work, hardworking and enthusiast

• Great communication skills and good team player.

• Excellent understanding of Business and quick learner.

**Work Experience**

**✓ Senior Accountant, 2014 to Present Capital Ltd.**

**Responsibilities:**

Presides over account reconciliations; makes sure all supporting documents are in order, reviews all account entries then prepares a summary of recommendations. Leads and oversees the closing responsibilities of the accounting team; performance of all key tasks must be done within the prescribed time-frame.

Periodically reviews all accounting guidelines, policies, and procedures; introduces amendments as necessary for the purpose of improving accuracy, risk control, and for timely reporting.

Performs both internal and external audits; provides complete, comprehensive reporting to all company managers, officers, and directors.

Prepares Financial Statements of the company; conducts comprehensive analysis including recommendations for streamlining costs and funding revenue generating programs.

**✓ Accountant Executive, 2010 to 2014 RR Donnelley out sourcing , Trivandrum**

Responsibilities:

Reviewed, evaluated, and ran audits on the company’s existing accounting workflows; motivated to constantly improve accuracy and timeliness of record-keeping and reporting.

Instituted checks and balances to make sure the routing of information remained efficient between the auditors, accounting teams, and finance officers.

Coordinated with the accounting department for the purpose of ensuring the consistent precision of all operating systems, accounting networks, and processes.

Collaborated with the IT department during the implementation of change management policies.

Communicated with representatives of the internal and external auditing committees to foster strong, mutually beneficial relationships.

**✓ Office Accountant and Administration Officer 2008 to 2010 Asset Finance Company (AFC)**

Responsibilities:

Conducted research on property trends and developments, prepared project feasibility studies that covered market analysis and financial projections.

Prepared the company’s Financial Statements; discussed historical performance and provided a summary of recommendations designed to improve profitability.

Studied pricing strategies and commission rate schedules of the company; endeavored to keep the company competitive in the industry, maintain the best agents, without compromising profitability.

Attended to the company’s tax obligations; reporting, review of statements, documentation, and reconciliation.

Prepared monthly, quarterly, and annual forecasts for the company including the budget for the year.

**Education**

✓ Master’sDegree in Business Administration, Finance, (MBA)University of Kerala 2009to2011

✓ Bachelor Degree Accounting, (BCom) University of Kerala 2007 to 2009

✓ Teachers Training Course (TTC) 2011 – 2013

✓ Accounting Packages – ERP

**Oracle Production System,Lotus ERP.**

✓ Accounting Packages –**Quick Books & Tally**

✓ Microsoft Office package

**Word, Excel, Power Point, Outlook**

**Personal information**

Name : : Shefeek Shoukath

Date of Birth : 25 May 1987, 31 Yrs

Marital status : Married

Visa status : Visit Visa