

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Teamwork

Standards Of Accounting

Detail Oriented

Data Analysis

Organization skills

Time Management

Work Ethic

General Business Knowledge

Interpersonal ability

EMPLOYMENT CHRONICLE

ACCOUNTANT | Apr 2014 – March 2023

AL MAHA ALUMINIUM & GLASS LLC, DUBAI, UAE


KEY RESPONSIBILITIES

- Handle computerized accounting functions.
- Received and recorded invoices and arranged payments.
- Distribute wages and salaries.
- Assist in preparing regular reports and summaries of accounting activities.
- Preparation and maintenance of petty cash book, outstanding statement of customers and suppliers.
- Processing payroll, salary advances, salary deductions, final settlement of the staffs based on the consolidated data received from the respective department.
- Maintain day book, trial balance, ledger etc.
- Credit control and collection of accounts payables and receivables.
- Established and maintained close relationship with bank authorities.
- Prepare the cheques and PDC allocations.
- Prepare the LPO and DO according to the project material requirements.
- Handle cash transactions.
- Ensured that there are effective internal controls.
- Coordinating with internal office to meet customer's requirement.
- Following up of ensuring committed service to the clients.
- Manage all accounting transactions.
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Bank Reconciliation



SHEBEER. A. S
ACCOUNTANT

CONTACT

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 shebeeras@gmail.com

 Dubai, UAE

ACADEMIC CREDETIALS

MASTER OF COMMERCE

- Madurai Kamaraj University, India

BACHELOR OF COMMERCE

- Calicut University, India

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

TECHNICAL COURSE

DIPLOMA IN COMPUTER APPLICATIONS

- India

KEY RESPONSIBILITIES

- Responsible for preparing of purchase invoice, sales invoice and Delivery Note.
- Handling Account receivable and Account payable.
- Preparing monthly VAT statement and filing the return.
- Monthly wise physical stock verification for moth end closing
- Following up the retail cheque collections and deposited to bank.
- Handle cash transactions and negotiate with banks, customers & suppliers.
- General accounting and day to day book keeping process.
- Providing complete financial data of the form of the reports and original documents to the external auditor for assessing the financial status of the company for the given financial year.
- Prepare the debit note, credit note, receipts, payment vouchers and any other accounting documents
- Review inventory ledger, stock register and physical stock verification.
- Performs other duties as assigned by seniors & management.
- Prepare reports and tax returns.
- Audit and analysis of financial results.



PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



PERSONAL DOSSIER

Gender : Male
Date of Birth : 18-04-1987
Nationality : Indian
Marital Status : Married



DECLARATION

I hereby declare that the above-mentioned information is true, and I bear the responsibility for the correctness of the above-mentioned particulars.

SHEBEER. A. S

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Peachtree	★ ★ ★ ★
SAP	★ ★ ★ ★ ★
Vat Filing	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PASSPORT DETAILS

Passport No : G0208037
Visa Status : Visit Visa

INTEREST



Songs



Travelling



Reading

REFERENCE

- Available upon request