

SHAFEER C V

ACCOUNTANT CUM ADMINISTRATOR



PERSONAL DETAILS

Mobile no 971581186188

Email ID shafeercvndr@gmail.com

Address UAE

Dubai

DOB 18.12.1994

Nationality Indian

Gender Male

KEYSKILLS

Invoicing

Closing Procedures

Month-end reporting

Interpersonal relations

Audits

Payroll Processing

Financial Management

Quarterly reviews

Recruitment & hiring

System Development

Account Reconciliation

MIS Report Preparation

PASSPORT DETAILS

Passport No R1370641

Valid from 05.10.2017

CAREER ABRIDGEMENT

Accomplished financial management and accounting professional with 5+ years of demonstrated positive impact company growth. Proven skill in employing accounting and financial management best practices and team leadership. Committed to introducing changes to achieve continuous improvement and successfully influencing processes driving operational excellence. Expertise in financial statement preparation and analysis, operational management, forecasting and cost control.

WORK EXPERIENCE

❖ Accounting Manager

08.2019-06.2023

ALAN MART LLP, Kerala

- Oversaw high-volume accounting operations with 7-person team focused on efficient budget administration, AP/AR and other financial management needs.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Improved overall financial reporting by streamlining control processes and reporting structures.
- Performed routine closings, maintained clean, accurate and accessible records and kept close eye on transaction updates throughout each quarter.
- Prepared cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Recruited, interviewed and 20 employees and implemented mentoring program to promote positive feedback and engagement.
- Educated accounting team on forecasting, financial statuses and financial strategies to assist in annual budget creation.
- Managed banking reconciliations and monthly balance sheet statements.

❖ Accountant

03.2016-04.2019

MALABAR GOLD PVT LTD, Kerala

- Gathered financial information, prepared documents and closed books.
- Used advanced software to prepare documents, reports and presentations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage

LANGUAGES KNOWN

- English
- Hindi
- Arabic
- Malayalam

SOFTWARE SKILL

- Advanced Tally.ERP9.0
- Advanced Peachtree
- Advanced QuickBooks
- SAP Business One Consultant
- MS office
- MS Excel
- Micro Soft AX

INTEREST

- Travelling
- Swimming
- Football
- Trucking

ACADEMIC CREDENTIALS

- ❖ **Master of Commerce : Finance | 06.2016-12.2018**
University of Madras, TamilNadu, India
- ❖ **Bachelor of Commerce : Cooperation | 06.2012-04.2015**
University of Calicut, Kerala, India
- ❖ **Higher Secondary Education : Commerce | 06.2010-04.2012**
Board of Higher Secondary Examination, Kerala, India

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SHAFEER C V