



# SHAMSUDHEEN

## ACCOUNT ASSISTANT

### CONTACT DETAILS



0503053726



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ABUDHABI-UAE

### SKILLS

- Bookkeeping
- Tax Filing
- Data Entry
- Data Analysis
- SAP B1
- PEACHTREE software
- Tally ERP9 software
- Computer skill

### LANGUAGES KNOWN

- English
- Malayalam
- Tamil

### PERSONAL DETAILS

Date of birth:08/05/1992

Marital Status : Married

Nationality : INDIA

VISA STATUS: VISIT VISA

### OBJECTIVE

My career objective is to continuously strive for higher achievement in life and establish myself as perfect. Also, accept challenging work and contribute towards the success of an esteemed organization through hard work and acquired skills .

### WORK EXPERIENCE

#### BISMI CONNECT PVT LTD,INDIA -Accounts Executive

January 2018 -Present

- SAPB1,invoice billing,stock transfer,stock checking,e way bill,corporate accounting & bookkeeping,
- IAAP,GAAP STANDARD, Performing Book Keeping,Updating of Ledgers reconciliation on daily and weekly basis,Cash Handling.

#### Hotel Gazala ,INDIA-Accounts Payable Executive

December 2016 - January-2018

- Provided accounting and financial analysis, during the preparation of financial statements.
- Planning payments, Handling Invoicing, Receivables and Payables

#### Adorn construction,INDIA-Accounts Assistant

June 2014 - August 2015

- Performing Book Keeping, Updating of Ledgers reconciliation on daily and weekly basis
- Cash Handling,

### EDUCATION

Madhuri Kamaraj University

**Bachelor of Business Administration (BBA)**

Masters Academy

**International Accounting**