



SHOUKATH MM

ACCOUNTANT



Dubai, UAE



shoukathmmd@gmail.com



+971 55 635 0458

Availability : Immediate

Relocation : Acceptable

LANGUAGE PROFICIENCY

English

Hindi

Malayalam

Arabic

PROFESSIONAL STRENGTH

- Able to work under stress with responsibility
- Proactive, enthusiastic, energetic and self-motivated.
- Professional coordinate leader
- Able to work under stress with responsibility.
- Attention to quality and detail.
- Work well in a multidisciplinary team and a professional, commercial environment

WORK EXPERIENCE

- 5 year
UAE
INDIA

SOFTWARE KNOWLEDGE

TALLY ERP
ERP YARD
MS OFFICE
POS SOFTWARE

PROFESSIONAL SUMMARY

To practically apply the knowledge and professional experience that I have acquired to serve the organization fully and to the best of my ability.

PROFESSIONAL EXPERIENCE

AL FILFIL SPICES TRADING LLC

2 Years

ACCOUNTANT CLERK
DUBAI UAE

- Entering of invoices, Receipts, Refund Vouchers, Purchase
- Returns and Journal Vouchers.
- Maintenance of Day Book and ledger.
- Maintain staff records and timesheet.
- Bank Reconciliation.
- Monitoring accounts payable and receivable.

PI SQUARE TECHNICAL SERVICES LLC

CASHIER EXECUTIVE

1.5 Years

DUBAI UAE

- Performed all checkout procedures quickly
- Manage transactions with customers using cash registers
- customer guiding and provide relevant information
- Maintain high standard responsibility
- Assist customer in a professional and timely manner

MANGATTIL TRADE LINKS PVT LDT

ACCOUNTS ASSISTANT
INDIA KERALA

2 Years

- Preparing financial report
- Compute Taxes (GST) and Income Tax returns
- Analyses financial information and summarize financial status
- provide accurate timely information to support external and internal clients
- Maintains process documentation and ensuring audit
- Bank reconciliation, cash reconciliation, debtors and creditors accounts reconciliation

EDUCATIONAL QUALIFICATION

MASTER OF COMMERCE

BHARATHIYAR UNIVERSITY
INDIA KERALA

BACHELOR OF COMMERCE

CALICUT UNIVERSITY
INDIA KERALA