

CURRICULUM VITAE

SHABEER AHAMMED KALLAYIL

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Kallayil House,

Palakkad Kerala India



CAREER OBJECTIVE

To be a part of a firm where I can fully utilize my skills and abilities favoring the growth and expansion of the firm and also enhancing my knowledge base and sharpen my professional skills.

EXPERIENCE

2023 JAN - 2025 MAR

ACCOUNTANT

PGL INTERNATIONAL PVT. LTD, KERALA

- Maintain records of purchases, pricing, and other important data.
- Create and maintain good relationships with vendors/suppliers.
- Verifying and handling of purchasing orders and handling buyer work.
- Preparing and analyzing accounting records and financial statements reports.
- Assess accurately and confirm to reporting and procedural standards of the reports.
- Compute GST, filing of tax returns.
- Assigning entries to proper accounts and inventories.
- Prepares all appropriate period closing reports and entries
- Prepare aging schedule of accounts payable on monthly basis.
- Maintains a file for current and new vendors.
- Maintains paid and unpaid invoices files.
- Handling Good received note, Good received voucher, Ageing, Nil sale, Scrap
- Maintain record of payment of requiring changes (Rentals, Utility bills Etc.)

2022 OCT- 2023 JAN

FINANCE SUPERVISOR

QATAR STAR SERVICES LLC. (QSS), QATAR

- Team worker
- Team coordination
- Time management
- Employee management
- Customer service

EDUCATION

2018-2021

BCOM WITH FINANCE
UNIVERSITY OF CALICUT

2016-2018

HIGHER SECONDARY EDUCATION
KERALA BOARD OF HIGHER SECONDARY EXAMINATION

2016

SSLC
KERALA BOARD OF PUBLIC EXAMINATION

CORE COMPETENCIES

- ✓ Ability to accept any challenge with an optimistic outlook
- ✓ Excellent Communication
- ✓ Comprehensive problems solving abilities
- ✓ People Management & Time Management.
- ✓ Quick learner.

SOFTWARE PROFICIENCY

- ✓ SAP FICO
- ✓ Well versed in Excel
- ✓ Word, Power Point
- ✓ Accounting activities
- ✓ GST & VAT Practice
- ✓ Payroll Accounts

PERSONAL DETAILS

Nationality : Indian
Marital Status : Single
Gender : Male
Date of Birth : 23/10/1999
Religion : Islam

LANGUAGE

- English
- Malayalam
- Hindi (Basic)

DECLARATION

I hereby declare that the above furnished details are true to my knowledge

SHABEER AHAMMED KALLAYIL