



# SHABEER AHAMMED KALLAYIL

Phone : +971 50 769 5707  
Email : kshabee414@gmail.com  
Location : AL Qusais, Al Tawar 2, Dubai

## PROFESSIONAL SUMMARY

Detail-oriented Accountant with over two years of progressive experience in financial operations, reporting, and compliance. Proven expertise in accounts payable & receivable management, month-end close. Adept at leveraging SAP FICO and advanced Excel to streamline processes, enhance data accuracy, and support strategic decision-making. Strong communicator and team collaborator committed to driving continuous improvement and operational excellence.

## WORK EXPERIENCE

**Accountant** Jan 2023 – Mar 2025  
PGL International Pvt. Ltd., Kerala

- Managed full lifecycle of procure-to-pay transactions, processing purchase orders, GRNs, and vendor invoices with high accuracy.
- Prepared monthly, quarterly, and annual financial statements, ensuring compliance with statutory and procedural standards.
- Developed and maintained aging schedules for accounts payable; reduced overdue liabilities through timely follow-ups.
- Conducted account reconciliations and month-end close entries, streamlining closing time by two days.
- Maintained vendor master files and ensured adherence to payment terms; fostered strong supplier relationships.
- Assisted in payroll processing and utility bill reconciliations, ensuring timely disbursements and cost control.

**Finance Supervisor** Oct 2022 – Jan 2023  
Qatar Star Services LLC (QSS), Doha, Qatar

- Supervised a finance team of four, coordinating daily accounting tasks and improving department efficiency.
- Implemented time-management frameworks to meet tight reporting deadlines across cross-functional teams.
- Enhanced customer service protocols for internal stakeholders, resolving queries and improving satisfaction rates.
- Trained and mentored junior staff on ERP navigation, standard operating procedures, and internal controls.

## EDUCATION

**Bachelor of Commerce (B.Com) in Finance** | University of Calicut, Kerala 2018 – 2021  
**Higher Secondary Certificate (HSC)** | Kerala Board of Higher Secondary Examination 2016 – 2018

## CORE COMPETENCIES & TECHNICAL SKILLS

- Financial Reporting & Analysis
- Vendor & Stakeholder Relations
- Month-End & Year-End Closing
- Payroll Processing & Administration
- Team Coordination & Leadership
- Invoice Processing & Reconciliation
- Accounts Payable & Receivable Management
- SAP FICO (master data, transactions)
- Advanced Excel (pivot tables, macros)
- Invoice processing & reconciliation
- Microsoft Office (Word, PowerPoint)

## LANGUAGES

- English
- Malayalam
- Hindi

## ADDITIONAL INFORMATIONS

- Collaborated with external auditors during quarterly & annual audits, ensuring all supporting documentation was accurate & readily available.
- Developed & implemented standard operating procedures for invoice approval workflows, improving process consistency & reducing errors.
- Generated ad-hoc financial analyses and management reports to support budgeting and forecasting initiatives.
- Monitored cash flow projections and assisted in optimizing working capital through timely collection and payment strategies.
- Trained new team members on accounting best practices, ERP navigation, and internal control policies to strengthen departmental capabilities.