

SHAHEER SALIM

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CAREER OBJECTIVE

Aspiring to scale heights in Accounts & Finance services and leverage the experience to achieve organisational growth objectives.

PROFESSIONAL SNAPSHOT- ACCOUNTANT

- ☐ An astute professional with nearly 8+ years of extensive experience in:
 - Finance & Accounts
 - Accounts Receivable & Accounts Payable
 - Cash Flow Management & Petty Cash Management
 - Accounts Finalisation
 - **Taxation- GST Filings , TDS Calculation.**
 - **ESI Filing, PF Filing, Kerala Flood Cess.**
- ☐ Proficiency in streamlining the working procedures, formulating cost effective solutions for enhancing the accounting and costing operations.
- ☐ **Enrolled as Goods and Services Tax Practitioner.(Certification No: 32180000986GPF)**
- ☐ Gained knowledge and expertise about analyzing and reviewing the financial statements; proficient in keeping & balancing ledger book and resolving invoice discrepancies.
- ☐ Possess exceptional negotiation & relationship management skills and abilities in liaising with banks, financial institutions and regulatory authorities.
- ☐ Have knowledge of GST Act 2017

CAREER SUMMARY

• JUL 2019 to JUL 2020 -	Worked at Sherin Hifab Contracts India Pvt Ltd as Senior Accountant.
• DEC 2018 to MAY 2019 -	Worked at Al Muftah ReadyMix W.L.L Qatar as Senior Accountant.
• FEB 2017 to SEPT 2018 -	Worked at TRAVANCORE EXPORTS, India as Accounts Manager.
• SEPT 2013 to OCT 2016 -	Worked at EMIRATES GLOBAL OIL & GAS SERVICES LLC, ABU DHABI. UAE as Accountant/ HR Administrator (General Accountant)
• MAR 2013 to SEPT 2013 -	Worked at ANANTHESWARA MOTORS PVT LIMITED (BAJAJ AUTO LIMITED, INDIA) as General Accountant.
• JULY 2010 to FEB 2013 -	Worked at FOCUZ MOTORS PVT LTD (TATA MOTORS, INDIA) as Accountant.

CAREER SCAN- JOB PROFILE

Designation : Senior Accountant
Company Name : Sherin Hifab Contracts India Pvt Ltd
Period : Jul 2019 to Jul 2020
Location : Ernakulam, India

Job Profile:

- Filing of GST returns Gst returns- GSTR-1, GSRR 3B, GSTR-9 Annual Return filings.
- Reconciliation of GSTR 2A with Inward Purchases.
- Bank Reconciliation.
- ESIC Monthly return filings and payment.
- PF Monthly ECR return filings and payment on monthly basis.
- Calculation and payment of Kerala Flood Cess.
- Monthly TDS Calculation, Accounting and submitting the same to Auditors for Payment.
- Ledger Reconciliation with clients, Account correction.
- Online fund transfer to suppliers and other parties.
- Dealing with bank officials for OD and Other banking related purposes.
- Assisting the auditors for annual financial Audit of Company.
- Payroll entry in Tally ERP9
- Payroll processing and salary statement preparation.
- Weekly Managerial financial report preparation.
- Petty Cash maintenance.
- Keeping necessary records required for statutory Matters.

Designation : Senior Accountant
Company Name : Al Muftah Ready Mix
Period : Dec 2018 to May 2019
Location : Qatar

Job Profile:

- Submission of day to day Accounting transaction report to Finance Manager.
- Bank reconciliation
- Arranging Letter of Guarantee from Bank to facilitate purchase of Raw materials.
- Arranging bank facility for purchase of raw materials.
- Preparation and payment of salary – WPS and Cash.
- Verification and Checking of Daily Production and Consumption of Readymix Concrete and Rawmaterials.
- Calculation and maintaining of annual Depreciation of Fixed Assets of the company.
- Closing the books of accounts by posting the year end accounting entries. (Depreciation, Physical stock of raw materials, End service benefit and leave salary, Year end production entries, etc.)
- Entering of All accounting Vouchers (Receipts, Bank payment, Petty cash entries, Journal entries, internal transfer Voucher, Contra vouchers, etc.)
- Preparation and submission of year end statistical data to Government Authorities.
- Assisting the Auditor in preparation of financial statements of the company by providing necessary documents.

Designation : Accounts Manager
Company Name : Travancore Exports
Period : Feb 2017 to Sept 2018
Location : India

Job Profile:

- Managing day to day operations of the accounts department.
- Managing accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash / cheque in a timely manner.
- Maintain and reconcile cash / financial accounts.
- Preparation of relevant accounting and financial statements in accordance with the company's accounting policies, procedure and timelines.

- Reconciliation of accounts periodically in order to ensure all accounting transactions are recorded accurately.
- Preparing tax calculations, tax returns, disclosure filings, and tax payments for the firm (Goods and Services tax).
- Responsible for closing Entries in EPDMS against the foreign inward remittances from abroad.
- Providing assistance in the budget preparation, budget forecasts and closure of accounts processes.
- Managing Accounts receivable, Accounts payable and Payroll.
- Calculation of TDS payments and co ordinate with Tax Officials.
- Managing Accounting Assistants and Book keepers.
- Review all intercompany transactions and generating necessary reports.
- Reconciliation of Company Bank Accounts, approving Necessary Payments to Vendors etc.

Designation : Accountant/HR Administrator(General Accountant.)
Company Name : Emirates Global Oil & gas Services LLC
Period : Sept 2013 to Oct 2016
Location : Abu Dhabi-UAE

Job Profile:

- Manage and supervise all aspects of A/R, A/P and Invoicing
- Preparation and sending Invoices to Clients.
- Monthly financial report for management and assist in completing end of year accounting activities.
- Support the Finance Manager in all month end activities including month end journal entries, balance sheet and Profit and Loss A/c scrutiny & key reconciliations.
- Analyse revenues and expenses to ensure they are recorded appropriately on monthly basis.
- Verify all generated invoices and send out invoices to client on time.
- Follow up on, collect and allocate payments.
- Carry out billing, collection and report activities according to specific deadlines.
- Perform account reconciliations.
- Bank Reconciliations- on a monthly basis to ensure that all disbursements have been recorded appropriately.
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Responsible for preparing and processing accounts payable checks, transfers; involved in the process of vendor statements reconciliation.
- Accounts Receivable analysis and reporting
- Research and resolve payment discrepancies
- Co-ordination with other department in the process functions
- Generate age analysis
- Review AR aging to ensure compliance
- Maintain Accounts receivable customer files and records
- Prepare bank deposits
- Investigate and resolve customer queries
- Maintaining bank transfers and related documents and files.
- Assist in documentation and monitoring of internal control.
- Preparation of Payroll Statement , Payslips, submitting and sending the same.
- Co-ordinating with Company PRO for visa processing and other legal matters.
- Assist Management in ISO 9001 Audit documentation.
- Assist Management in ISO Audit Preparation.
- Establish/maintain employee records, ensure that employee changes are entered correctly and made on a timely basis.

Designation : General Accountant
Company Name : ANANTHESWARA MOTORS- BAJAJ AUTO LIMITED
Period : Mar 2013 to Sept 2013
Location : India

Job Profile:

- Supervising the Inventory activities of the Company.
- Accounts Receivable and Payables

- Ensuring Information Security.
- Control Credit Risk Underwriting.
- Preparation of Trial Balance, Profit & Loss A/c & Balance Sheet.
- Sending Monthly and Yearly Reports to the Management.
- Data entry operations such as Purchase and Sales.
- Checking of expenses vouchers.
- Dealing with bank day to day transactions.
- Sales Tax calculation, accounting and returns filings.
- Prepare Payroll for the Staff
- Handling upto finalisation
- Manage Banking relationship, cashflows etc.
- Maintain the inventory from Bajaj in DMS(Dealer Management System)

Major Attainments:

- Bank Reconciliation.
- Played a key role in providing administrative support in order to ensure effective and efficient office operations.
- Pioneered the task of liaising with auditors and ensuring accounts were up to date and audited.
- Handling intercompany accounts.
- Timely and accurate booking of expenses.
- Inter Branch reconciliation.
- Salary processing.
- Accounts Finalization

Designation : Accountant & Cashier
Company Name : Focuz Motors Pvt Limited -TATA MOTORS
Period : Jul 2010 to Feb 2013
Location : India

- Handling and monitoring all the cash activities of the firm.
- Preparation of invoices in B2B – Software developed by FOCUZ Infotech
- Accounting of purchase invoices, verification and filing the same.
- Maintaining and monitoring of accounting records.
- Preparation and submission of monthly Service tax.
- Monthly payroll updation - updating employees leave, salary processing and preparation of salary statements, wage slips and accounting the same.
- Passing of month end entries
- Monthly ESI and PF calculation and submitting to head office for payment.
- Reconciliation of Branch transactions.
- Bank reconciliation on a monthly basis and ensure that all disbursements have been recorded properly.
- Payment of Monthly ESI Contribution and submission of return on half yearly basis.

ACADEMIC CREDENTIALS

- ☑ **B.Com.** from University of Kerala in 2010.
- ☑ **CMA-** Certified Management Accountant (US) – Pursuing (from August 2015 onwards)

Other Qualification:

- ☑ DIFA-Diploma in Indian and Foreign Accounting - Windows , MS Office , Tally, Peachtree, Wings , Daceasy
- ☑ Have Knowledge in SAP FICO- Accounting- Accounts Payable, Accounts Receivable, Controlling.
- ☑ Certification in Quick Books- (2018)

IT SKILLS

- ☑ Well versed with:
 - Peach Tree
 - Quickbooks
 - Wings

- Daceasy
- Tally ERP 9
- Tally ERP 9 Payroll
- MS Office Tools (Word, Excel & PowerPoint)
- SAP FICO- ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE, MANAGEMENT ACCOUNTING
- WINDOWS

PERSONAL DOSSIER

Gender : Male
 Date of Birth : 29th April, 1989
 Languages Known : English & Malayalam
 Nationality : Indian
 Marital Status : Single
 Passport No : K9769473
 Passport validity : Valid till 03/04/2023
 Availability : Immediate
 Salary Expectations : As per company standards
 Home Address : PanamoottilVeedu, Mulankadakom,
 Thirumullavaram.P.O, Kollam- 691012, INDIA,
 Home Contact No. : 0091-9747486104, 0091-9567203005

PERSONAL STRENGTH

- ☒ Able to handle accounting process up to finalization work under pressure
- ☒ Hard Worker
- ☒ Work at any crucial situation and quick response
- ☒ Enthusiastic and committed to excellence in my work.
- ☒ Ability to adapt quickly and learn new tasks independently

DECLARATION

I hereby declare that all the above statements are true and factual to the best of my knowledge and belief.

Place: Kollam

Date: 18/08/2020

(SHAHEER SALIM)