

# SHABIN KAMALUDHEEN

## Personal Profile



Address for Communication :  
MR House  
Perakkonam  
Pappanamcode,  
Trivandrum-695018  
E-mail:  
Shabinkamaludheen5  
@ gmail.com

### Current Location:

Trivandrum

### Contact:

Mob:+91 9061735466  
Home:91 8129329296

### Personal Data:

Date of Birth :  
05/02/1993  
Gender: Male  
Marital Status: Single  
Nationality : Indian  
Religion : Muslim

### Languages Known:

English, Hindi ,Tamil  
& Malayalam

### Personal Strengths

- Good understanding ability
- Hard Working
- Quick learner
- Ability to Work under the

## CAREER Objective

To pursue a successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization and, at the same time acquiring knowledge on the road to success.

## CAREER EXPERIENCES

- **ACCOUNTS EXECUTIVE in SARK Accounts & Compliance Services Private Limited (Currently Working)**
- **ACCOUNTANT in SAMANN INVESTMENT PVT LTD at Hulhumale' Maldives (3 Years)**
- **ACCOUNTS ASSISTANT in AMINA ENTERPRISES ( 1.5 Years)**

## Job DESCRIPTIONS

- **SARK ACCOUNTING & COMPLIANCE SERVICES PRIVATE LIMITED (Sasthamangalam, Trivandrum)- [ Period : Feb 20<sup>th</sup> 2020 to Still Now)**

**Designation: ACCOUNTS EXECUTIVE**  
**Software : Tally ERP.9**

### Job Responsibilities:

- Accounting and book keeping
- Compliance management
- Audit and assurance
- Budgeting and financial analysis
- GST related services
- Registrations and renewals
- Payroll management
- Monthly preparation of accounting entries ensuring timeliness and accuracy.
- Special attention to accounts receivables and accounts payables.
- Preparation of bank reconciliation statements.
- Monthly calculation and deduction of statutory dues like TDS, EPF, professional tax, ESIC
- Upload data on respective websites and generate challans
- Advance tax calculation and remittance.
- Filing of statutory returns applicable for GST,TDS, GST, ESIC, EPF
- Export compliance services like stpi and sez return filings
- Income tax return filings for companies, trusts, partnership firms/LLPs,HUFs and individuals.
- Issuance of monthly MIS reports (detailed P&L and balance sheet) which helps to analyse the business' financial status timely.
- Sales invoicing, petty cash management, inventory management
- Preparation of yearly budget.
- Stpi & non stpi registrations.

pressure

## **Skills & Knowledge**

- ERP Software Expert
- Tally ERP, Marg ERP expert
- Tax accounting / GST Returns Filing
- Indian Statutory Compliance – EPF,ESI,TDS Calculating and Filing
- Accounts Payable and Receivable
- Accounting operations professional
- Audit Coordination
- Financial report Specialist
- Cash Flow Analyst
- Marketing materials development
- Business systems analysis
- Revenue development planning
- Budget analysis
- Calculating liabilities
- Audit coordination
- Account reconciliation
- Easy to absorb with any environment
- Ready to take up challenge

- Gst registration.
- Import export code.
- Sez registrations.
- Partnership firm registrations.
- Msme registrations.
- Epf registrations.
- Esi registrations.
- Shop and establishment registration.

➤ **SAMANN INVESTMENT PVT LTD - [ Period : Jan 9<sup>th</sup> , 2017 to Jan 22<sup>nd</sup> , 2020 (3 Years)**

**Designation: ACCOUNTANT**

**Software : BUZIWARE**

## **Job Responsibilities:**

- Preparing Daily Reports - POS Sales report and Revenue reports
- Preparing Cash Book and Petty Cash book
- Maintaining Sundry Debtors Statements
- Creating a detailed business analysis, outlining problems, opportunities and solutions for a business
- Preparing, Finalizing and filing **TGST, Green Tax and With Holding Taxes.**
- Calculating and Finalizing **Business Profit Tax of the business [BPT]**
- Preparing and filing employee pension
- Preparing and Maintaining Payroll statements
- Budgeting and forecasting
- Planning and monitoring
- Pricing of the products
- Optimized roles at all levels, facilitated communication and adjusted culture to be more open and productive.
- Performed heavy bank reconciliations and cash flow statements.
- Documented process flows and developed requirements for functional improvements and enhancements.
- Calculated, prepared, and issued bills, invoices and account statements according to established procedures.
- Reported and consolidated company financial performance.
- Defining business requirements and reporting to managing Directors
- Preparing Pending Outstanding statements of debtors
- Preparing Credit Card Statements
- Checking Card machine settlement reports with the sales reports
- Checking Restaurant Bills and room bills
- Taking Daily Room Confirmation Vouchers
- Cross Checking Room Conformation vouchers with the System
- Preparing and maintaining Monthly Expense sheet
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Preparing Bank reconciliation statement
- Documents financial transactions by entering account information.

- Recommends financial actions by analyzing accounting options.
- Prepares payments by verifying documentation, and requesting disbursements.
- Taking Monthly Stocks and Preparing Monthly Stock details
- Preparing monthly Accounts Payable and Receivable Statements
- Preparing Agoda.com Monthly Receivable Statement
- Preparing Expedia Monthly Receivable Statement
- Preparing Monthly receivable Statement
- Preparing Crip Monthly receivable Statement
- Preparing Booking.com Commission payable statement
- Preparing Expedia Hotel Collect Commission payable statement
- Preparing and sending Purchase orders
- Checking and sending delivery notes of the purchase orders
- Preparing Monthly Staff Salary Statement
- Preparing Staff Service Charge Statement
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Preparing Monthly Time sheet for all staffs
- Preparing and Finalizing Monthly Laundry Statements
- Preparing Monthly Utility Statement
- Reconciles financial discrepancies by collecting and analyzing account information

➤ **AMINA ENTERPRISES, TRIVANDRUM, KERALAS, April 2015 to December 2016**

Designation: **ACCOUNTS ASSISTANT**

Software : **Tally ERP.9**

**Job Responsibilities:**

- Balanced reports and batch summaries to submit for approval.
- Monitored accounts payable and receivable status and delegated tasks as needed
- Prepared payroll reports and examined payroll register to detect errors and improve accounting accuracy.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Gathered all banking transactions via statements, recorded activity in excel format and reconciled balances.
- Completed reports detailing financial data for management and stakeholders.
- Maintained accuracy when reviewing and reconciling general ledger.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Reviewed general ledger entries for accuracy and to determine completeness.
- Posted financial data in Excel spreadsheets and managed inventory.
- Tracked employee time and attendance for payroll.
- Verified items billed against items received and followed-up with vendors and employees to reconcile variances.
- Responsible for dealing with complex and diverse managerial problems

**ACADEMICS**

**BACHELOR OF COMMERCE in Kerala University, Kerala – 2014**

**COMPUTER SKILLS**

- Diploma in Computerized Financial Accounting (Tally ERP9,)
- Familiar with MS Word, Excel, Power Point, Internet and E-mail(Outlook)

**DECLARATION:**

I hereby declare that, the above information is true and correct to the best of my knowledge.

**SHABIN KAMALUDHEEN**

