

SHAFEEQ M.P

ACCOUNTANT

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Address: Al Ain, UAE



CAREER OBJECTIVE

To pursue highly challenging and creative career where I can apply my knowledge and creativity, acquire new skills and effectively contribute to the Organization.

EDUCATION

QUALIFICATIONS	UNIVERSITY / INSTITUTION	YEAR OF PASSING
MBA (FINANCE)	BHARATHIAR UNIVERSITY	PURSUING
DIPLOMA IN COMPUTERIZED ACCOUNTING	SREE SHANKARACHARYA	2016
BACHELOR OF COMMERCE	UNIVERSITY OF CALICUT	2015
12TH STANDARD (COMMERCE)	DHOSS POKKARATHARA	2012

WORK EXPERIENCES

- Al Afrah Chocolate & Flowers LLC, Al AIN – UAE (Branch. Accountant)
September 2020 – December 2022

JOB RESPONSIBILITIES

- Provide accounting and clerical support to the accounting department and daily enter key data of financial transactions in database.
- Posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, paying monthly payroll, and preparing financial reports
- Enter purchase details (vendor's information, invoices & pricing) into internal database, Book keeping and maintain day book.
- Helping to senior Accountant for VAT calculation, return filing and other reports.
- Bank Account Reconciliation and Supplier account reconciliation monthly basics
- Inventory Controlling and Shop Stock taking monthly basics.
- Cash / Cheque deposit & withdrawals & other banking operations.
- Petty cash handling and providing financial, administrative and clerical support to the managers.
- Staffs Attendance handling and maintain salary register in excel spreadsheet.
- Data entry and documents scanning and filing
- Documents controlling, uploading or scanning paper documents, obtaining documents, and filing proper and secure storage
- Preparation of the bank reconciliation statement and allocating customer account balance.

➤ Pure Ice Cream LLC, Sharjah – UAE (Junior Accountant)

June 2019 – December 2019

JOB RESPONSIBILITIES

- Petty cash handling and providing financial, administrative and clerical support to the Accounting department.
 - Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable
 - Helping to senior Accountant for MIS & other reports
 - Preparing Cash, Cheque -PDC collection reports and recording receipts entries
 - Preparation of the bank reconciliation statement and allocating customer account balance
- Nadakkavil Trading, Kerala – India (Asst. Accountant)

August 2016 – June 2017

JOB RESPONSIBILITIES

- Enter purchase and sales details (vendor's information, invoices pricing) into internal database
- Handling Cashier, Billing and Book keeping and maintain day book
- Preparing cheques, Other banking operation and stock taking
- Data entry and documents scanning and filing

TECHNICAL SKILL

- TALLY ERP 9, XERO, QUICK BOOKS, FOCUS
- MS EXCEL, WORD, POWER POINT
- APPLICATIONS, TOOLS, WINDOWS (XP-10).

PERSONAL DETAILS

- **Date of birth** : **23/03/1995**
- **Sex** : **Male**
- **Nationality** : **Indian**
- **Marital status** : **Single**
- **Language** : **English, Hindi, Malayalam, Arabic**
- **Passport No** : **R1841338**
- **Home address** : **Kerala , India**
- **Driving License** : **Valid UAE Driving License**
- **Visa Status** : **Cancelled Visa**
- **Address** : **Town Centre, Al Ain**

EXTRA CURRICULAR ACTIVITIES

- ❖ I have participated intercollege Cricket & Volleyball tournament at college level
- ❖ I have also participated in Cricket tournament in district level

DECLARATION

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

SHAFEEQ M.P