


Shahim P S

Accountant



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 Dubai

PROFILE

Detail-oriented Accountant with 3+ years of experience in financial management, audits, and account reconciliation. Proven track record in improving process efficiency, ensuring compliance, and supporting tax filings. Skilled in managing payables, and receivables, and delivering accurate financial insights to support decision-making.

EDUCATION

Association of Chartered Certified Accountants (ACCA)

Completed 9/13 papers (Pursuing)

Ba Hons in International Business and Finance

University of the West of Scotland (UWS)

Bachelor in Commerce (Accounts & Finance)

Bharathiar University (Distance)

PROFESSIONAL EXPERIENCE

Accountant

2022/06 – present | Dubai, UAE

Shaklan Group

- Reconciled general ledger, bank, and credit card accounts with 98% accuracy.
- Developed and maintained an accounting system to track expenses, revenues, and profits, increasing efficiency by 12%.
- Performed internal audits, reducing audit findings by 20%.
- Reviewed and analyzed financial statements, helping cut operational costs by 10%.
- Assisted with tax filings, ensuring timely submissions and avoiding penalties for three years.
- Streamlined month-end closing processes, reducing completion time by 25%.
- Proper maintaining of account payable and account receivable.

Junior Audit Assistant

2020/09 – 2021/03 | Kerala, India

M/s. Zakkir & Associates

- Examined and finalized financial records, ensuring accuracy and compliance with accounting standards.
- Conducted internal audits for trusts, private, and public companies, enhancing financial integrity.
- Audited key areas including receivables, payables, cash, inventory, payroll, purchases, and sales, identifying discrepancies and improving controls.
- Performed bank reconciliations and inter-company reconciliations, achieving consistent accuracy in financial reporting.
- Verified and validated accounting entries through vouching, ensuring proper documentation and adherence to financial policies.

SKILLS

Tally ERP9

I Trade

MS Office

Well knowledge is IFRS & IAS standards

LANGUAGES

• English

• Malayalam

• Hindi