

MUNEER M BASHEER

Accountant | Internal Auditing Assistant

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SUMMARY

I am a detail-oriented accountant with hands-on experience in internal auditing, financial management, and compliance. My expertise in financial analysis, budgeting, GST, UAE VAT, and corporate tax helps businesses enhance their financial integrity and efficiency. I continuously seek opportunities to apply my skills and contribute positively to a dynamic organization

EXPERIENCE

Accountant

ASSA Seafoods Import and Export

07/2024 - 05/2025 Alappuzha, India

- Prepared and maintained financial records, reports, and supporting documentation
- Managed tax filing and statutory compliance, ensuring accuracy and timely submission
- Handled export documentation, including invoices, packing lists, and certificates of origin
- Coordinated with international shipping agents for export operations
- Maintained accurate accounts payable and receivable records, ensuring timely collections and payments
- Processed and recorded sales invoices, purchase invoices, and proforma invoices
- Monitored and updated company stock records to support inventory control
- Assisted external auditors during annual audits, ensuring transparency and accuracy of accounts
- Supported the CA in preparation of Profit & Loss statements and financial reporting

Internal Auditing Assistant

Dolphy Ronaldo Carlo LLP

08/2023 - 07/2024 Bangalore, India

Audit and consulting firm

- Conducted medical audits, reviewing pharmacy, medical supplies, and billing accuracy
- Audited operation bills and departmental expenses to ensure compliance with hospital policies
- Assisted the DRCC (Risk, Compliance & Control) team in evaluating internal controls and financial processes
- Supported senior auditors in preparing audit reports and recommending process improvements

Auditing Assistant

Canara Bank - North Karnataka

Karnataka, India

Banking institution

- Assisted Chartered Accountant in external statutory audit of bank accounts
- Verified loan documents, submitted records, and closing balances
- Ensured compliance with statutory and regulatory requirements
- Prepared audit documentation and supported reporting of findings to the CA

EDUCATION

MBA

PURSUING

B. Com

UNIVERSITY OF KERALA

08/2018 - 05/2021

TECHNICAL SKILLS

- Tally Prime & Tally ERP
- Zoho Books
- Quick Books
- Microsoft Excel & Word
- Saral TDS

KEY STRENGTHS

- Regulatory Compliance
- Financial Management
- Performance Analysis
- Strategic Planning
- Business Forecasting
- Tax Compliance (ITR, GST & UAE – VAT)
- Cost Accounting
- Cash Flow Management

LANGUAGES

- English Native
- Hindi Proficient
- Malayalam Native
- Tamil Advanced