

Greetings, Sir/Madam,

I hope everything is going well with you.

I'd want to apply for a position in your company where I can use my education, abilities, and experience to benefit both myself and the organization.

I am currently employed as a **FINANCE ASSISTANT** at "Trance Ocean Maritime Service LLC" Sultanate of Oman, where I am the Supporting Finance Manager in charge of overseeing the accounts and finances of 7 sister companies.

For the past 12 years, I have worked as a senior accountant & Auditing Assistant in a variety of firms, primarily in the IATA-accredited travel and tourism industry. In addition, I worked as a freelance financial auditor for a few companies.

I have an MBA degree in Finance (Master of Business Administration) and am a partly qualified member of the ACCA (Association of Chartered Certified Accountants)

I am now hoping to go to the next level of my profession with your reputable firm.

I am available to talk about this at any moment.

Regards,
Mohamed Shafeeque KT
Muscat, Oman

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India +91-9605885670

(Below I have attached my updated CV)

CURRICULUM VITAE

MOHAMED SHAFEEQUE.KT

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<https://www.linkedin.com/in/shafeeq-kt-a470731b0/>



I am an MBA Finance graduate and ACCA part-qualified member with 12 years of professional experience in a variety of roles.

My objective is to contribute to the goals fixed by the organization or company by applying my financial, and administration knowledge, skills, and experience acquired during my professional trajectory,

Work Experiences: -

- 7- **Finance Assistant** at TRANCE OCEAN MARITIME SERVICE LLC, Sohar, Oman, (Shipping Agency) Present
- 6- **Sr Accountant cum Audit Assistant & Deputy General Manager** at AJYAD INTERNATIONAL TRADING LLC, Muscat, Oman (7 Years)
- 5- **Senior Accountant** at M/S SAHARA TRAVELS AND HAJJ UMRAH SERVICE (IATA), Kerala, India (2 Years)
- 4- **Accountant** at ALHIND TOURS AND TRAVELS PVT LTD (IATA), Kottakkal, Kerala, India (IATA) (1 year)
- 3- **Branch Accountant** at M/S CLASSY FURNITURE Kochin, Kerala, India (6 months)
- 2- **Accountant** at M/s ACCOUNTS (Accounts Contractors & Auditing) Kochin, Kerala, India (1 year 5 months)
- 1- **Asst Operation Manager** at ARAMEX Courier Malappuram, Kerala, India.

Achievements: -

- 1- Partly qualified **ACCA** member & **MBA Finance** holder (IFRS & IAS Knowledge)
- 2- "Certified Recruiter" & "Certified Advance Recruiter" Certificate from Naukrigulf.com (Certificate ID: AX4382)
- 3- Designed and developed a business plan and Established IT branch offices in India with a foreign investor. (Reg No: AAT-1667)
- 4- Prepared final accounts and conducted internal auditing for multiple firms.
- 5- Completed GST practitioner training in India and filled monthly GST, (Goods and Service Tax)
- 6- Oman GCC Driving License No: 107865125
- 7- Social work experience in Oman on multiple occasions with an enthusiastic group of people

7- Finance Assistant at TRANCE OCEAN MARITIME SERVICE LLC, Sohar, Oman, (Shipping Agency) From 7th May 2023 - Present (www.transocean-maritime.com)

TOMS offers a wide range of ship agency and husbandry services with a chief focus on the vessel agency as follows (Tanker operation, Bulk, and Dry bulk carriers, Tug operations, Ship to Ship operations, Anchorage attendance, Ship dry dock attendance)

- ✓ Assisting Finance Manager with auditing and preparing final accounts for 7 sister companies.
- ✓ Prepare monthly reports, Monthly closing, and journal entries,
- ✓ Lead and assist 7 colleagues with invoicing and other day-to-day operations in accounts and finance
- ✓ Handling multi-currency invoicing, multi-currency bank accounts, and supplier reconciliation.
- ✓ Aging follow up, Customer and Suppliers emails and other communication.

6- Deputy General Manager at One International Station Muscat, (IT Company) Oman, (12-Sep-2022 to 31-Jan-2023) (www.onei-s.com)

ONE INTERNATIONAL STATION, it is an IT company of **Ajyad International Trading LLC**, which is one of the leading software companies in the Sultanate of Oman and has branch offices in India & Dubai,

Handled Development Projects & Support: -

- 1- Travel and Tourism Accounts software (Software development, Sales, Training to clients, accounting support)
- 2- Travel and Tourism booking engine b2b & b2c (Manage development team with GDS, NDC & Hotel API Integration)
- 3- Rent A Car / Fleet Management & Accounts Software (Software development, Sales, Training to clients, accounting support)
- 4- HR & Payroll Software (Software development, Sales, Training to clients, accounting support)
- 5- Accounts with inventory software (Software development, Sales, Training to clients, accounting support)

- ✓ Monitor and manage the day-to-day operation of the corporate office and overseas offices.
- ✓ Assign employees to specific duties for project planning and management.
- ✓ Evaluate and improve operations and financial performance and prepare regular reports for upper management
- ✓ Undertake responsibilities for some or all of sales, marketing, accounting, human resources, and other specific operations

- ✓ Develop and implement products and services, product and services price lists, and policies.
- ✓ Manage IT budgets, forecast, handle cash flow, and enforce cost-effectiveness.

6- Sr Accountant cum Audit Assistant at AJYAD INTERNATIONAL TRAVEL & TOURISM (IATA), Muscat, Oman (24-April-2016 to 11-September 2021)

www.ajyadintltravel.com Ajyad international travel and tourism is a travel division of **Ajyad international trading LLC**, Providing all flight tickets, Hotel bookings, domestic and international tour packages, hajj umrah services, chartered flight booking, VIP Services and Medical tourism,

Duties and Responsibilities: -

- ✓ Control over all Accounting and Financial matters.
- ✓ BSP, Airline, Supplier, and Bank Reconciliation and Money Exchange & Transfers
- ✓ All invoicing (Ticket, Hajj, Umrah, Visa, Car rental, Insurance, Tour Packages) Adding Receipts and Payments, and managing cash.
- ✓ Statement Receivables and Payments, aging with follow-up of payment and receipt.
- ✓ Arranged direct meetings with bad debts client and processed for recovering the payments,
- ✓ Letters and documents prepared for the bank payment, bank guarantee, and management letters and orders,
- ✓ Assist internal & external auditors, implement recommendations if any, and take corrective action wherever required.
- ✓ Making Year Ending Entries and Finalization of books of accounts.
- ✓ Prepared company accounts and tax returns for audit.

5- Senior Accountant at M/S SAHARA TRAVELS AND HAJJ UMRAH SERVICE (IATA), Kottakkal, Kerala (Two year) 15-04-2014 to 21-04-2016

<http://saharatravelsonline.com> Sahara was founded in 2002 with a vision of providing people with the best quality travel arrangements at the best prices and have 10 branch offices, they provide flight tickets, hajj umrah packages, domestic and international tour packages, visa services, attestation services and they have their web portal to sell all the tourism services to their sub-agent and customers.

Duties and Responsibilities: -

- ✓ Control over all branch offices, Franchisees, and agencies of Sahara travel group.
- ✓ Preparing reports for company directors and branch managers.
- ✓ Train and manage branch and head office accountants.
- ✓ Checking daily sales register and ensure and sales are entered
- ✓ Prepare monthly, and yearly budgets and follow-up
- ✓ Ageing statement follow-up HO and Branch offices & arrange branch meetings for debt collection.
- ✓ Handled disputed bills and negotiate to arrange payment with corporate clients.
- ✓ Passing finalization entries and preparing final reports for management and chartered accountant.

4- Accountant at ALHIND TOURS AND TRAVELS PVT LTD (IATA), Kottakkal, Kerala, India (IATA) 15-04-2013 to 14-04-2014 (One year)

<https://www.alhind.com/> Alhind Tours & Travels Pvt. Ltd. is the leading travel company with a strong presence in India and overseas. In GCC countries, They operate with the tradename Alhind & Middle East Travels LLC, offer complete travel management, Their portfolios encompasses several layers of products and services bringing it closer to every passenger besides Air tickets, Rail/Bus ticket, Global hotel reservations, Car/Coach Rentals, sightseeing, holiday package transfer, meet & assist, Visa assistance and Foreign Exchange.

Duties and Responsibilities: -

- ✓ Handle cash and bank
- ✓ Invoice and refund, void entries for flight ticket tour package, hajj Umrah package, and another service
- ✓ Currency exchange and transfer
- ✓ Supplier statement, bank reconciliation
- ✓ Assist internal and external auditors
- ✓ Follow-up customer payments, staff credit payments, sending statements & following the credit limits

3- Branch Accountant at M/S CLASSY FURNITURE Kochin, Kerala, India (Six months)

<https://classy.co.in/> Classy is the brand name under which the world knows Kottakkal Wood Complex™. Wood Complex was established in 1985 in Kottakkal. Its world-class furniture brought it into a position of leadership within a very short span of time.

Duties and Responsibilities: -

- ✓ Receipt and payment entry, Purchase and sales entries
- ✓ Delivery notes and other document preparation,
- ✓ Suppliers and bank reconciliation,
- ✓ Customer payment follow-up and supplier reconciliation process.

2- Accountant at M/s ACCOUNTS (Accounts Contractors & Auditing) Kochin, Kerala, India 01-05-2011 to 19-10-2012 (One year 5 months)

<http://www.accountsindia.net/> "MS Accounts" is an accounting contractor, providing the accounts contract work, Tax consultation, preparing final accounts, budget preparation, internal and external auditing, GST & VAT filing,

Duties and Responsibilities: -

- ✓ Prepare a finalization report for each client
- ✓ Entering all vouchers like receipts, payments, sales, purchases, refunds, and journals.
- ✓ Passing year-end and adjustment entries
- ✓ Attend training from auditors on a periodic basis,

1- Asst Operation Manager at ARAMEX Courier Malappuram, Kerala, India. <https://www.aramex.com/>

Aramex introduced market-leading express delivery and logistics services to the Middle East and other emerging economies. As a leading global provider of comprehensive logistics and transportation solutions, their breadth of services includes express courier delivery, freight forwarding, logistics, supply chain management, e-commerce, and record management services.

Duties and Responsibilities: -

- ✓ Responsible for overall operational management and performance of Hub and delivery operations of the Malappuram branch.
- ✓ Assign delivery and pick up to courier staff according to schedule and route plan.
- ✓ Supervise staff to ensure that safety best practices are being followed while handling shipments.
- ✓ Effectively identify and develop new lanes, routes, and services.
- ✓ Planning and tracking logistics, transportation, warehouse, and customer services.
- ✓ Day-to-day accounts preparation

Date of Birth	: 15/10/1989
Father's Name	: Kunjimoidheen
Religion	: Muslim
Sex	: Male
Nationality	: Indian
Marital Status	: Married
Languages Known	: English (Fluent), Malayalam (Fluent), Arabic, and Hindi (Can write, read, and speak average)
Passport Details	: Z 6105936 Expiry on 12/03/2033

Declaration

I hereby declare that all the fact stated above is true and correct to the best of my knowledge and belief.

Sincerely,

MOHAMED SHAFEEQUE.KT

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