



Mobile: 050-8795290

Email:shajeerp2006@gmail.com

Languages: English and Hindi

Computer Skills:

- PALM ERP system
- Tally ERP system

Strength and Key Skills:

- Highly disciplined towards the profession.
- Able to take up organizational goals in its right priority.
- Good communication skills and a team player.
- Conscientious, Industrious and positive mental attitude.

Holder of a Valid U.A.E Driving License (LMV)

SHAJEER.P

Senior Accountant

CAREER OBJECTIVE

To secure a job in an organization of repute having a professionally managed environment where there is scope for career and professional growth and where my diligence, sincerity and self-discipline is appreciated.

PROFESSIONAL QUALIFICATION

Master of Business Administration and (Finance) from Bharathiar University, Coimbatore-India.(2003)

Bachelor of Commerce from Calicut University, Kerala- India. (2001)

PROFESSIONAL EXPERIENCE

1. **08.03.2017 – Till date.** Working as a **Senior Accountant** of **National Trading and Developing Enterprises LLC (NTDE Group)**, Dubai on behalf of **M/s N&K Rohit Auditing**, a firm of Public Accountants.

Job profile:

- a) Accounting of transactions such as cash payments, receipts, invoices, journal vouchers, debit notes, credit notes and inventory adjustments.
- b) Preparing payments for rent, utilities, other expenses by means of cheques.
- c) Preparation of monthly payroll file for the employees and carryout the necessary deductions, computation of pay, sales incentive etc.
- d) Preparation of monthly financial statements and store wise profitability statement.
- e) Setting up relevant discount codes, price changes for retail promotions in the POS software.
- f) Preparation of monthly sales reports to the mall management and getting annual audit certificates for the mall management based on the lease agreement.
- g) Preparation of weekly sales reports for the principals.

References:

1) Mr.Dinesh Kumar (FCA)

Mobile-0508586234

- h)Preparing VAT file, arranging invoices for claiming VAT input credit.
- i)Preparing the necessary VAT reconciliation with the books.
- j)Deposit of cheques/cash in to the bank.
- k)Filing and documentation of all the accounting transactions.

2. 01.02.2011- 05.01.2017. Worked as an **Accountant** of **Ahmadi Trading Company LLC (ATC)**, Muscat, Oman on behalf of **M/S N&K Rohit Auditing**, a firm of Public Accountants.

Job Profile:

- a) Reconciliation of accounts receivables and payables.
- b) Handling petty cash management for head office and depot.
- c)Handling physical stock management for warehouses and van salesmen.
- d) Handling of collections of all credit sales (export & local) within the credit period of credit customers.
- e) Handling of creditors payments of local and overseas suppliers
- f) Reconciliation of physical stock with system stock.
- g) Process reimbursement of petty cash.
- h) Reconciliation of invoices and identify discrepancies.
- i) Reconciliation of daily sales with bank deposits slips/bank statement.

3. 05.03.2005- 02.01.2011. Worked as a **Retail Auditor** of **Rodan Sports**, Dubai on behalf of **M/S Raja Franjeh & Co**, a firm of Public Accountants.

Job Profile:

- a) Reporting to the audit manager.
- b) Conducting of retail audit work and finalizing weekly retail audit reports with audit manager
- c) Daily visit to the retail shops across UAE for the verification of sales cash, petty cash, inventory, daily cash collection and remittance to the bank.
- d)Verification of daily sales reports (cash/credit card), sales invoices, credit notes, samples/discount voucher and bank deposit slips
- e) Report immediately if any case of serious findings/issues to the audit manager

4. 01.02.2003- 30.01.2005. Worked as an **Accounts executive** with **Zion computer accessories trading company**, Coimbatore. India.

Job Profile:

- a) Reporting directly to the Branch Manager.
- b) Preparation of sales invoices, purchase orders, Accounts statements to customers.
- c) Preparation of daily sales report, collection report, petty cash handling and Local purchase report.
- d) Cost control and control over the warehouse and branch stock.
- e) Negotiation with suppliers regarding late receipt of goods and payment issues.
- f) Control of credit and revise of credit limit as per the customer's requirement.
- g) Follow up of debtors and Reconciliation of Debtors accounts.
- h) Responsible for the bank deposit of daily collection from the cash sales.

PERSONAL DETAILS

Age & Date of Birth : 42 Years, 02.02.1981.
Father's Name : Saidu.P.K
Nationality : Indian
Marital Status : Married
Passport Number : X 5633858
Visa Status : Employment Visa

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

SD/-

SHAJEER.P