



MUHAMMED SHAFEEQUE K A

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Profession	ACCOUNTANT (B. Com) With 15 Years & 7 months Professional Experience.
Summary of experience	<ul style="list-style-type: none"> October 2006 to Till date : Accountant December 2001 to August 2006 : Accountant October 1999 to September 2001 : Audit Assistant
Employment History (1)	<p>Name of the Organization : Al Seer Group(Spinneys), Dubai UAE</p> <p>Designation : Accountant</p> <p>Period of Work : April 2009 to Till date</p> <p>Job Profile</p> <ul style="list-style-type: none"> Monitoring & controlling of all expenses (service) invoices & arranging payment for the same (UAE, OMAN & BAHRAIN) Bank Reconciliation of Various Bank Accounts Reconciliation of Credit Card & Airmiles Purchases Monitoring & Controlling of Maintenance Orders <p>Period of Work : January 2008 to March 2009</p> <p>Job Profile</p> <ul style="list-style-type: none"> Monitoring and Controlling of 32 outlet (Spinneys) cash transaction & handled cash (Float Dhs. 250000/-) Monitoring and Controlling Collection/Receivable & payment (Cash & Cheque) Reconciliation of Bank Accounts Handled Expense Allocation to various department heads Handled inter-company accounts

	<p>Period of Work : October 2006 to December 2007</p> <p>Job Profile</p> <ul style="list-style-type: none"> Assisting the Credit Controller in the preparation of monthly reports/accounts Monitoring and controlling of receivables on regular basis Reconciliation & Audit of Cash Van Salesman Accounts Checking & Updating the Prices of the products in the systems Follow up with more than 500 customer regarding the payment issues
Employment History (2)	<p>Name of the Organization : Sharjah Co-operative Society, Sharjah UAE</p> <p>Designation : Accountant</p> <p>Period of Work : December 2001 to August 2006</p> <p>Job Profile</p> <ul style="list-style-type: none"> Assisting the Chief Accountant in the preparation of monthly reports/accounts Visit Branch Office and Co-ordinate with Accountants Review Sales reports and submitted to the Finance Manager Preparation of Documents for Invoice Discounting and Cheque Discounting Control the store items through the computerized Inventory systems Preparing monthly payroll
Employment History (3)	<p>Name of the Organization : M/s P. Mohan & Associates, Chartered Accountants, Tellicherry, Kerala, India</p> <p>Designation : Audit Assistant</p> <p>Period of Work : October 1999 to September 2001</p> <p>Job Profile</p> <ul style="list-style-type: none"> Preparation of financial statement & Audit of Corporate & Non corporate entities Tax planning of corporate, Non corporate & Charitable Institutions Audit of Various Nationalized/Co-operative Banks. Preparation of Sales tax Report Assisting the Auditor for Statutory Audit. Preparing the Budget for Various Companies Internal Auditing Planning

<i>Educational Qualification</i>	<ul style="list-style-type: none"> • Bachelor of Commerce (B.Com) University of Kannur, Kerala, India, passed out in 1999. • Pre- degree (XII standard) University of Calicut, Kerala, India, passed out in 1996. • Secondary School Leaving Certificate (X standard) Govt. Higher Secondary School, Kerala, India, in 1994.
<i>Computer Proficiency</i>	<ul style="list-style-type: none"> • Accounting Packages : Tally & Peach Tree Worked on OMNIS 7 & S.A.P • Operating Systems : Window 95, 98, 2000 and XP • Office Tool : MS Word, MS Excel
<i>Languages</i>	<ul style="list-style-type: none"> • English, Hindi, Urdu & Malayalam
<i>Personal Profile</i>	<ul style="list-style-type: none"> • Sex : Male • Date of Birth : 11.09.1978 • Nationality : Indian • Marital Status : Married • Passport No. : H 2616088 • Visa Status : Employment Visa (transferable)