

SHAFEER MAYLOTHVIZHA

(JUNIOR ACCOUNTANT & INVENTORY CONTROLLER)

Visa Status – Canceled visa (immediately join)



+971-569037319



letter2shafeer@gmail.com

Goal-oriented and motivated professionals have a clear understanding and knowledge about the responsibilities and duties in the finance and sales sector. **Four years of progressive experience in Dubai.**



WORK EXPERIENCE

JUNIOR ACCOUNTANT

SHAKLAN SUPERMARKET, Abu hail-Dubai,
1 YEAR (NOV – 2020 TO JAN 2022)

- Ensuring timely vendor payments
- Ensure daily/weekly/monthly reports are submitted within agreed timelines
- Periodic reconciliation party ledgers and balances
- Preparation of financial statements independently
- Regular updating of books of accounts and generation of daily / periodic MIS reports
- Settled the supplier payments and verify the returned goods,

INVENTORY CONTROLLER

SHAKLAN SUPERMARKET, AL Warqa-Dubai
3 YEARS (DEC – 2017 TO OCT 2020)

- Ensure proper and accurate Inventory transactions are recorded.
- Preparing cashbook, petty cash book, purchase, Sales register stock statement.
- Monthly reporting of inventories showing turnovers.
- Maintaining records for inventory and inventory management

ACCOUNTANT

OJIN FOOD PRODUCTS-Calicut. India
1 YEAR (DEC – 2016 TO OCT 2017)

- Management of payables – Controlling the out flow by the issue of cheque or cash on time
- Management of accounts receivables – Adequate follow up and Recovery of money from Market
- Preparation of Profit and Loss account and balance sheet
- Keeping track of all payments and expenditures, Purchase orders, invoices, statement, etc.
- Responsible for day-to-day finance and accounts operations

COMPUTER SKILLS

MS OFFICE

SPACCS ERP

I TRADE ERP

TALLY ERP 9

EXCELLENT TYPING SPEED

PROFESSIONAL STRENGTH

TEAM LEADERSHIP

COMMUNICATION

QUICK LERANING

OPTIMISITIC

ADMINISTRATION

BOOKKEEPING

TIME MANAGEMENT

EDUCATION

M. Com (Computer Application)

Bharathiyar University - Coimbatore (2014 - 2016)

B. Com (Computer Application)

Bharathiyar University - Coimbatore (2010 - 2014)

DIFA (Diploma in Financial Accounting)

TCEDS - Gudalur (2015-2016)

LANGUAGES

ENGLISH

HINDI

MALAYALAM

TAMIL

PERSONAL DETAILS

- Birth Date - 13/12/1992
- Nationality - Indian
- Gender - Male
- Marital Status - Married
- Passport No - M8727655