

CONTACT ME AT

Email:

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+971 523240267

Al Atar Building, Near ADCB
Metro station , Al karama - DUBAI

ADDITIONAL INFO

Passport NO – T3422834

Date of Issue- 22/04/2019

Date of expiry- 21/04/2029

Visa Status - Resident

ADDITIONAL SKILLS

- Organizing skills.
- Co-ordination.
- Team work.
- Creative thinking ability.
- Presentation skill.
- Technical skill (MS Office package).
- Cash Handling, Data entry
Operating

COMPUTER KNOWLEDGE

- Knowledge in SAP
- GST Accounting and Gulf VAT
- Knowledge in MS Office-Microsoft
Excel and Quick Book.

PERSONAL DETAILS

- Nationality : Indian
- Date Of Birth : 03/12/1997
- Marital Status : Single
- Gender : Male
- Father's Name : Sulaiman

LANGUAGES KNOWN :

- English (Speak/Write)
- Hindi (Speak/Write)
- Malayalam (Speak/Write)
- Tamil (Speak)
- Arabic (Write)



SHAMEER M

OBJECTIVE

To obtain challenging position in forward looking companies for utilizing my skills and abilities that offers professional growth while being resourceful, innovative and flexible. I want to be creative, learning and contributing towards the success of the company.

WORK EXPERIENCE

Accountant-Data entry Clerk-Storekeeper

NESTO HYPERMARKET LLC, DUBAI

07/2019 - Current

- Reconciled all expenses on credit card and expense accounts
- Prepared monthly bank reconciliations
- Generated invoices based on established accounts receivable schedules and terms.
- Corrected any data entry errors to prevent duplication or data degradation
- Monthly Statement
- Verified accuracy and validity of data through regular audits
- Internal Stock Auditing

Accounts Assistant - Cashier

08/2018 - 06/2019

SAFA GOLD&DIAMONDS PVT, INDIA

- Maintenance of Stock , Sales And Purchase
- Accounts payable Management
- Vouching
- Preparation of Final Accounts
- Accounts Receivables Management
- Day to Day Accounting Functions
- Company Reconciliation Statement
- Maintaining Ledgers Of Debtors & Creditors
- Financial Statement

EDUCATIONAL QUALIFICATION

- **B.Com (Cooperation)- 2018**
Calicut University

CERTIFICATION COURSES:

- **Certified Accounting Technician (CAT)**
Institute of Cost Accountants Of India (ICAI)