



SHEBIN SHAMSUDEEN

Accounts & Finance

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|  +971 558359396 |  shebinmarhaba@gmail.com |
|  Dubai – U.A.E. |  Indian |
|  DOB : 20.03.1989 |  UAE License : 2043651 till 03/06/2024 |
|  Marital status : Married |  Visa Status : Employment visa |
|  Languages : English, Hindi, Malayalam & Tamil | |

Looking for a responsible position where my expertise and experience would be valuable in the Accounts-oriented of an organization and provide positive opportunities for career advancement.

ON PROFILE

Detail-oriented, efficient and organized professional with 10 years of experience in accounting and financial systems. Possess strong analytical and problem-solving skills to effectively make sound decisions with little direction. Established track record in delivering accounting services, including accounting software like Tally ERP9 & Quick Books that streamline company processes and enhanced profitability.

CAREER LINE

Binair Industrial LLC, Dubai – UAE (Manufacturing & Trading of HVAC Filters).

DESIGNATION : SENIOR ACCOUNTANT (Nov 2010 to Jan 2021)

Al Majid Stone LLC, Dubai – UAE (Fixing and Installation of Marbles, Granites and Sand stones)

DESIGNATION : SENIOR ACCOUNTANT (Mar 2021 to April 2021)

Polaris International Industries LLC , Dubai - UAE (Joinery/Fitout Works)

DESIGNATION : FACTORY ACCOUNTANT (June 2021 to till date)

EXPERTISED AREAS

- Training completed in Ariba Network from Al Futtaim Group and other online suppliers portals (Oracle) for ENOC, DEWA, DAFZA, EGA, and DPE.
- Import & Export documentation according to submission of government department like Customs, Free zone and Ministry of Economy.
- Well acquainted with shipping procedures, follow-ups of import & Export documentation and related correspondence required for completing these procedures.
- Customs procedures and documentation for online procedures like bill of entry, import bill, export bill, import for re-export.

TECHNICAL & ACADEMIC PROFICIENCY

- Bachelor of Commerce (Calicut University, Kerala, India)
- MS Office 2016, Internet & E-mail,
- Tally ERP9, Tally Prime & Quick Books

PROFESSIONAL EXPERIENCE

- Responsible for the monthly closing as well as maintenance of all accounting ledgers including monthly review of all accounts, reconciliation and journal entries in Tally ERP.
 - Preparation of MIS reports on receivables covering the ageing and coordinating with the receivables department for the collection of the same.
 - Coordinate physical inventory counts and preparation of inventory reports for identifying fast moving and non moving items for immediate action.
 - VAT report preparation and filing, preparing monthly for internal purpose and submission for refunds and returns quarterly.
 - Updating of fixed assets register and schedule after conducting periodical physical verifications.
 - Posting day-to-day transactions in Tally and keeping records and tallying all debit and credit transactions end of the day.
 - Preparing Trading and Profit & Loss A/c and Balance Sheet on monthly basis and Cash & Bank Reconciliation for the management.
 - Timely Insurance Renewals to be done and maintain communications in relation with insurance companies.
 - Interaction with Logistic department for import & export purposes and for invoicing and documentation.
 - Preparing Proforma, Invoices, Delivery Notes, Local Purchase Orders and Quotation to customers and suppliers respectively.
 - Preparing monthly vehicle Report, Carrying out vehicle fleet maintenance and Undertaking vehicle handling including accident claims, new vehicle, insurance renewal, registration etc.
 - Managing vender accounts and preparing their cheques whenever it comes to due for preparation and posting them to respective ledger accounts.
 - Controlling of Post-dated cheques relating to receivables and payables, and managing the bank balance for clearing issued cheques.
 - Dealing with on-time salary processing under WPS system and keeping a track record of leave calendar approvals, excess vacation by utilizing HR system followed by the company.
 - Handling of L/C, its negotiation, L/C Margin, reviewing of discrepancies and settlement of L/C etc.
 - Experience in budget creation, revisions, preparing financial analysis, and projecting expenditures & revenue.
 - Preparing bad debt list and developing appropriate strategies for collecting the same, If not recovered it will be adjusted in books of accounts as per company policy.
 - Being part of conducting annual audit of the books of account and preparation of financial statements.
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CORE STRENGTHS

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| • Superb organization skills | • Excellent interpersonal skills |
| • Multitasking & Accuracy | • Dispute Resolution |
| • Exceptional Presentation Skills | • Problem solving skills |
| • Ability to prioritize independently | • Administrative Job Skills |
| • Reliability & Persuasion | • Quick learning skills |
| • Capacity to work with diverse team | • Time Management |
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