



**MUHAMMED
SHAMEER PM**

Accountant

✉ shameervpm605@gmail.com

☎ +971505277309

📍 Abu Dhabi, UAE

Birth Date: 23-12-1989

Nationality: Indian

PROFILE

Highly accomplished multi skilled professional with **8 Years** of experience in **Accounts & Finance**. Looking forward to work in a stimulating and challenging environment that would facilitate the maximum utilization and application of my broad skills and expertise there by making a positive difference to the organization. Expertise in financial Planning, Budgeting and implementing policies, programs and procedures to address organization's day to day financial requirements and maintain professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.

EDUCATION

2009 - 2012

Bachelor degree - B.com Finance

University of Calicut, Kerala, India

2007 - 2009

Plus Two

Central Board of Secondary Education, Kerala, India

2006 - 2007

SSLC

Central Board of Secondary Education, Kerala, India

EMPLOYMENT HISTORY

2019 January - 2020 December

Accountant

Ultimate Technologies LLC, Abu Dhabi, UAE

- Preparing daily and monthly various accounts reports up to finalisation.
- Accounts Receivable and Accounts Payable.
- Prepare Petty cash, monthly Cash flow statement and Bank reconciliation statement on each month.
- Prepare Employee attendance report and Payroll on each month.
- Prepare Vat report on each quarter and to be filed in federal tax authority.
- Employees visa processing.
- Renewal of employee visa, insurance, labour card, trade license & tenancy contract.
- Calculation of gratuity and other benefits during end of service.

2017 December - 2018
December

Accountant

Ecsta Indane Distributors, Pulamanthole, Kerala, India

- Recording of purchases, sales, cash receipts, cash payments, bank receipts and bank payments using Tally ERP9.
- Prepare sundry debtors and sundry creditors reports to the management.
- Prepare Bank reconciliation statement on each month.

- Prepare Employee attendance report and Payroll on each month.

2016 February - 2017 November

Accountant

Ashtel Trading Est., Riyadh, Saudi Arabia

- Booking of purchases, sales, receipts & payments.
- Prepare Stock register.
- Prepare Petty cash, monthly Cash flow statement and Bank reconciliation statement on each month.

2015 January - 2015 December

Accountant (AR)

Minacs Private Limited, Bangalore, India

- Invoice Processing.
- Booking of receipts, sweep entries & bank charges.
- Prepare bank reconciliation statement.

2013 March - 2014 November

Accounts Assistant

KRS Roofing System, Thrissur, Kerala, India

- Recording of purchases, sales, payments & receipts.
- Preparing stock register.
- Prepare bank reconciliation statement.

LANGUAGES

English, Arabic, Hindi &
Malayalam



COURSES

2012 - 2013

VIBES (Work experience in virtual offices of manufacturing, trading & service firms)
Sree Sankaracharya Computer Centre

2012 - 2013

Tally ERP9, Peachtree, Quickbooks & Tradeasy
Sree Sankaracharya Computer Centre

2012 - 2013

MS Office (Word, Excel, Power point & Outlook)
Sree Sankaracharya Computer Centre

DECLARATION

I hereby declare that the above information and particulars are true and correct to the best of my knowledge.

Yours Sincerely,

Muhammed Shameer PM