



Shabeer UV

ABOUT ME

**Excellent negotiation skills
communicate complex issues clearly
and concisely.
Delivering service on time.
Responsible, determined to work and
contribute to the company with a
strong knowledge of VAT.**

CONTACT

 (+971) 58 920 1416
 shabeeruv2@gmail.com
 Dubai, UAE

PERSONAL DETAILS

Fathers Name : Abdul Salam
DOB : 08th Oct 1994
Marital Status : Married
Passport : K9856825
Visa Status : Employment
Visa validity : 22/06/2023

WORK EXPERIENCE

Purchase Executive & Warehouse Executive

X Plus Printing Press | 21 Sep 2018 to Present (4+ UAE years)

- Making a report for the job wise material consumption in terms of costing
- Planning the material consumption and accordingly ordering as per the job requirements
- Coordinating with Accounts department for the release of vendor payment as per the agreement and LPO
- maintaining a list of vendor and negotiating price for future order
- Forecasting the material and placing order for local and international inventory
- Creating the LPO using the focus software for vendor
- Inspecting the material on receiving goods from vendor for quality and quantity
- Ordering machine parts for maintenance as per the department request
- Releasing and maintaining the inventory as per the job request from production

Accountant & Real Estate Coordinator

Tamba Properties LLC | 21 Feb 2018 to Aug 2018

- Maintained accounting ledgers, review all balance sheet account reconciliation and journal entries.
- Assist Manager in the processing contracts and monitor transaction/listing files.
- Responsible for petty cash, cash reconciliations, bank deposits, and cash drawer.
- Attended phone calls from the tenants and assisted in their accounts-related queries.
- Monitor and contact customer accounts to facilitate collection of outstanding balances

KK Associates Accountants & Tax Consultants

June 2016 to July 2017

- Preparation of monthly Profit & Loss Account of different firms. Accounts Receivable and Payable.
- Inputting, matching, batching, and coding of invoices and calculating VAT
- Fixed Asset accounting, reconciliations, and depreciation journals.
- Verifying cash & bank transactions to commend day-to-day office routine requirements.

EDUCATION

Kannur University, Kerala, India

Bachelor of Commerce (Accounting Major)

SKILLS

- Retail Store Operations. & Inventory Management.
- Customer Service Excellence.
- P&L Management.
- Budgeting & Cost Controls.
- Tally ERP 9
- Proficient in MS Office 2013
- *Diploma* In Computerized Accounting