



# AMIN SHAKEEL

DOB:17/12/2000

INDIAN

## CONTACT

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Dubai

## EDUCATION

### BACHELORS OF COMMERCE University Of Kerala

2019-2022  
GRADE-FIRST CLASS

### HIGHER SECONDARY EDUCATION

Government of Kerala  
2019  
PERCENTAGE-85%

## PROFESSIONAL QUALIFICATION

### CMA US

Certified Management Accountant  
COURSE COMPLETED

## SKILLS

- KNOWLEDGE OF US GAAP
- MS WORD
- MS EXCEL
- TALLY
- GST

## VISA STATUS

PLACE OF ISSUE : DUBAI  
DATE OF ISSUE : 15/01/2024

Motivated accounting professional ready to build long-term career with growing teams. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills, **GAAP** expertise and **IFRS** knowledge

## WORK EXPERIENCE

### SHA TRADERS

#### ACCOUNTANT

04/2022-01/2024

- Generated quarterly financial reports to detail company revenues and expenses
- Posted accounts receivable payments made by cash, cheque or credit card payments
- Prepared quarterly tax returns and reviewed submitted documentation with auditors

#### DEALS WITH

- Accounting and bookkeeping
- Payroll processing
- A/P and A/R reconciliations
- Financial statement analysis
- Debits and Credits research

## CERTIFICATES

- FINANCIAL ANALYSIS AND DECISION MAKING
- PRACTICAL ACCOUNTS AND TAX FILINGS
- TALLY EXCEL AND GST

## LANGUAGES KNOWN

- ENGLISH (WRITE , READ, SPEAK)
- HINDI (WRITE , READ)
- ARABIC (WRITE , READ)
- TAMIL(SPEAK)
- MALAYALAM (WRITE , READ, SPEAK)