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📅 27-05-1999

📍 Deira, Dubai

🇮🇳 Indian

Visa Type : Visit (Expiry - 20 Mar 2024)

EDUCATION

Diploma in MPA(Masters In Personal Accounting)

INFOTEC – Calicut, India - 2023

NCVT Industrial Training

Department Govt ITI - 2019

+2 - 2016

Board of Higher Secondary Education Govt HSS East Hill

LANGUAGES

Malayalam , English. Tamil, Arabic, Hindi

SKILLS

1. Billing Executive

Invoicing : Proficient in generating accurate and timely invoices.

Attention to Detail : Ability to identify discrepancies and ensure accurate billing.

Communication Skills : Clear and effective communication with clients and internal teams.

Knowledge of Billing Software : Familiarity with billing and invoicing software for efficient processing.

Analytical Skills : Ability to analyze billing data and resolve discrepancies.

Time Management : Prioritizing tasks to meet billing deadlines.

Customer Service : Addressing client inquiries and providing excellent customer service.

Dedicated and detail-oriented Accountant with a strong foundation in financial principles and proven expertise in reconciling accounts, preparing financial statements, and ensuring compliance with regulations. Possesses excellent analytical skills and a commitment to accuracy. Adept at utilizing accounting software to streamline processes and enhance organizational efficiency.

PROFESSIONAL EXPERIENCE

Accountant cum Cashier | 2023 May – 2023 October
NK Bajaj Auto Dealers – Calicut, India

1. Accounting

- ☐ Maintain and update financial records, ledgers, and journals.
- ☐ Perform regular reconciliations of bank statements and financial accounts.
- ☐ Prepare financial reports, including profit and loss statements and balance sheets.
- ☐ Ensure compliance with accounting principles, standards, and regulations.
- ☐ Assist in budgeting and forecasting processes.

2. Cashiering

- ☐ Receive and process payments from customers using various payment methods.
- ☐ Accurately handle cash transactions, provide change, and issue receipts.
- ☐ Reconcile daily cash registers and resolve any discrepancies.
- ☐ Maintain a secure and organized cash handling process.
- ☐ Interact with customers in a professional and friendly manner.

3. Financial Analysis

- ☐ Analyze financial data to identify trends, variances, and opportunities for improvement.
- ☐ Assist in the preparation of financial statements and reports for management review.
- ☐ Contribute to financial planning and budgeting activities.

4. Compliance

- ☐ Ensure compliance with tax regulations and other financial requirements.
- ☐ Stay updated on accounting and financial reporting standards.
- ☐ Support internal and external audits by providing necessary documentation.

2. Data Entry Operator

Typing Speed and Accuracy : Fast and accurate data entry skills.

Attention to Detail : Spot errors and ensure data accuracy.

Organizational Skills : Manage and organize large volumes of data efficiently.

Time Management : Complete tasks within specified time frames.

Knowledge of Data Software : Familiarity with data entry software and tools.

Problem Solving : Ability to troubleshoot and resolve data-related issues.

Confidentiality : Maintain confidentiality and handle sensitive information appropriately.

3. Accounts Assistant

Bookkeeping : Proficient in basic accounting principles and practices.

Financial Analysis : Ability to analyze financial data and prepare reports.

Knowledge of Accounting Software : Familiarity with accounting software for data entry and reconciliation.

Attention to Detail : Ensure accuracy in financial records and statements.

Communication Skills : Effective communication with team members and external parties.

Organizational Skills : Manage and organize financial documents and records.

Basic Taxation Knowledge : Understanding of basic tax regulations and compliance.

4. Cashier

Cash Handling : Accurate handling of cash transactions and providing change.

Point of Sale (POS) Systems : Proficient in using POS systems for transactions.

Customer Service : Friendly and efficient customer interaction.

Mathematical Skills : Strong mathematical skills for calculating totals and handling cash.

Attention to Detail : Ensure accuracy in transaction records and receipts.

Problem Solving : Ability to resolve discrepancies in transactions.

Integrity : Maintain honesty and integrity in handling cash and transactions.

5. Documentation and Reporting

☐ Maintain accurate and up-to-date financial documentation and records.

☐ Generate and submit regular financial reports to management.

Prepare reports on cash transactions for review.

Accountant and Sales Person | 2023 Feb - 2023 May Den Health Care – Calicut, Kerala

☐ Dynamic Accountant cum Sales Person with a robust financial acumen and a talent for fostering client relationships. Expertise in managing accounts, preparing financial reports, and driving sales through effective communication. A versatile professional, adept at balancing financial responsibilities with a proactive sales approach for business growth.



TECHNICAL SKILLS

☐ Quick Book

☐ Prime Tally

☐ Excel

☐ Word

☐ Power Point

☐ Peachtree