



## SHAHIR PUTHIYANGADI ACCOUNTANT

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### PROFILE

Dedicated and detail-oriented Accountant with a proven track record of maintaining accurate financial records and ensuring compliance with accounting principles. Seeking a challenging position where my analytical skills, financial expertise, and commitment to precision can contribute to the success of the organization.

### EDUCATION

<b>PG in Indian and foreign accounting</b> Finprov learning, Bangalore, India	<b>Jan 2022- Sep 2023</b>
<b>Bachelor of commerce</b> Kannur university, Kerala, India	<b>Sep 2019- Mar 2023</b>

### WORK EXPERIENCE

<b>Imperial restaurant, Bangalore, India</b> <b>Accountant</b>	<b>Nov2022 – Dec 2023</b>
<ul style="list-style-type: none"><li>• Manage accounts payable and receivable task including processing invoices, payment, receipt bills and facilitating efficient tracking and management of financial transactions</li><li>• Ensured accuracy and completeness of bank reconciliation statements and balance sheets by meticulously reconciling bank accounts</li><li>• Played a key role in supporting the month-end closing process by assisting in financial statement preparation, adjusting journal entries, and ensuring compliance with accounting standards.</li><li>• Provided valuable assistance to senior accounting staff on various projects, including financial analysis, budgeting, and audit preparation.</li><li>• Oversee and daily updating of payroll transactions in the ledger, ensuring accuracy and completeness, and reconciled payroll records</li><li>• Posted journal entries and meticulously recorded vouchers and bills in Tally ERP, ensuring accurate and timely recording of financial transactions in accordance with company policies and procedures.</li></ul>	

### AREA OF EXPERTIE

- Financial Accounting: Proficiency in maintaining accurate financial records, preparing financial statements, and ensuring compliance with accounting standards and regulations.
- Software Proficiency: Demonstrating proficiency in using accounting software such as Tally, Zoho Books, SAP fico as well as Microsoft Excel for data analysis and reporting
- Tax Compliance: Knowledgeable in tax regulations such as value added tax (vat) and proficient in computing corporate taxes, preparing tax returns, and ensuring compliance with tax laws and deadlines.
- General Ledger Management: Assisting in the maintenance of the general ledger, posting adjusting entries, and reconciling accounts to ensure accuracy in financial reporting
- Accounts Payable: Processing invoices, verifying expenses, and issuing payments to vendors while ensuring accuracy and timeliness in payments.
- Accounts Receivable: Managing customer accounts, generating invoices, following up on overdue payments, and reconciling customer accounts to ensure timely and accurate collections.
- Bookkeeping: Experienced in maintaining accurate and up-to-date financial records, including recording transactions, reconciling accounts, and managing general ledger entries

## SKILLS

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- Software skills: SAP FICO, TALLY ERP, TALLY PRIME, ZOHO BOOKS, MS EXCEL, MS WORD
- Languages skills: English, Hindi, Malayalam, Tamil, Kannada
- Key skills: data analysis, business knowledge, teamwork, critical thinking, attention to detail, communication

## PERSONAL INFORMATION

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Nationality: Indian

Date of birth: 23 jan 2000

Visa status: Visit visa

## PDECLARATION

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Nationality: Indian I here by declare that all the information provided by above are true and accurate to the best of my knowledge