

## **RESUME OF ACCOUNTANT & SALES EXECUTIVE**

**SHIHAB TV  
INDIAN**

CONTACT No. + 971 50 8367959

Email: [tvshihabtv@gmail.com](mailto:tvshihabtv@gmail.com)



### **OBJECTIVE:**

To work in Finance & Accounts areas with my professional experience and to gain more experience in a Competitive Professional environment. Seeking to obtain a more hands-on role in managing the accounting team. Detail-Oriented, staff accountant skilled in accounting management and financial bookkeeping. Looking to obtain opportunities that will strengthen knowledge in relevant accounting software.

### **PROFESSIONAL PROFILE**

- A result oriented professional with over 16 years of experience in Finance, Operations, General Administration, Payable/ Receivables
- Expertise financial planning initiatives Operation, Accounts & Finance, Inventory planning, etc.
- Preparing MIS reports/ records/ financial statements.

### **EMPLOYER:**

- **K M Trading shopping Centre (Fujairah) as Accountant since February 2006 to 2021**
- **Jams International Foodstuff (Abu Dhabi- Mussaffah) as Sales Executive 2022**
- **Starline Shipping Fright & Forwarding ( Dubai ) Accountant 2023-**

### **Financial Planning**

- Handling finance functions involving and fund sourcing for promotion as per accounting Policies, Procedures & pricing strategies, financial control and credits limits.
- Designing plans for maximizing profitability & revenue generation & realize corporate goals.

### **Financing**

- Liaising with Banks positioning funds
- Monitoring the inflow / outflow of funds;

### **Cash Officer 2006 – 2009**

- Tallying daily cash collection of total sale
- Prepare the bank receipts for depositing the daily sales value
- Preparing POS credit card transition Statement
- Preparation Bank reconciliation Statement
- Handle petty Cash Payment Vouchers
- Monitoring Cashiers schedules and shortage & excess daily wise
- Preparing monthly wise trail balance
- Preparation of reconciliation of Debtors and Creditors.
- Preparation of monthly sales reports

2010 - 2021

**Receivables**

- Invoicing credit customer
- Prepare monthly statement of credit customer
- Bank reconciliation of customer receipts and sub-tenant receipts
- Handling receipt voucher
- Handle sub-tenant agreement and receivables
- Preparing revenue statement monthly basis

**Payables**

- Prepare the supplier payment monthly wise
- Checking of the cost price from LPO's to invoices for the preparation of supplier's Cheque payments
- Tracking supplier new product listing, rebates ,display rent etc,
- Releasing cheques for the supplier's and filling after posting the issued CDC
- Generate other revenue in the system yearly wise
- Making the statement of supplier credit note for promotion
- Reporting to management all supplier revenue monthly wise
- Bank reconciliation of all suppliers payments
- Utilities payment
- Managing inventory of material so as to optimize usage, minimize expenses & wastage
- Assisting corporate accounts
- Handling bulk cash payment
- Preparation of MIS Reports such as Profit & Loss Account
- Inventory supporting

**HR & PRO Related**

- Prepare Monthly Payroll Processing
- Tracking daily staffs Overtime
- Managing personnel administration function ensuring compliance with guidelines
- Assisting corporate HR
- Preparing staffs Annual Vacation Schedule
- Ensuring effective of services line dispatches, correspondence, transport, stationary etc. as well as maintenance of office equipment & facilities.
- Monitoring Outsourcing staffs payments as security, cleaning, trolley boys etc,
- Assisting Corporate Related PRO works as visa processing

**Jams International foodstuff Abu Dhabi – Mussaffah one Year**

- Sales Executive
- Monthly Cash & Cheque Collection from the customer
- Tracking and clear dues reports as per the statement
- Market research
- Achieving target or sale
- Updating CRM database
- Client Relationship

### **ACADEMIC CREDENTIALS**

- ✓ **Bachelor of Commerce (B.Com) from University of Calicut, Kerala - India**
- ✓ **Pre-Degree from University of Calicut, Kerala – India**
- ✓ **SSLC from Board Secondary Education**
- ✓ **Familiar Accounting Packages: XAT-ERP (SQL 2008), Tally Prime**
- ✓ **Office Packages: MS Office (Excel, Word, Access & Power Point), A+ Networking**

### **PERSONAL DETAILS**

Gender : Male  
Marital Status : Married  
Language Known : English, Hindi & Malayalam.  
Passport No : V9240570  
Date of Issue & Expiry : 06/04/2022 & 05/04/2032  
Driving License : U.A.E & INDIA

### **DECLARATION**

I hereby declare that all above details are correct and to the best of my knowledge and belief. I further declare that all this information, documents and Passport certificates together with the character and work reference which I Supplied to the company are legal, genuine and true.

Date: