



SHAREEF KT ACCOUNTANT

CONTACT

+971 50 669 3307
shareefkt63@gmail.com
Dubai, UAE

EDUCATION

- B.COM - Commerce
From University of Calicut

ACCOUNTING SOFTWARE

- Focus 9
- Odoo ERP 14
- Tally 9 & Prime
- Zoho Books
- Wave Apps

LANGUAGE

- English
- Malayalam
- Hindi

SKILLS

- Bookkeeping
- Financial statements
- Account Reconciliation
- Accounts Payable
- Accounts Receivable
- Warehouse & Store
- Taxation (GST & VAT UAE)
- Outlook, MS Word & Excel

PERSONAL DETAILS

Marital Status Married
Date of Birth 21-12-1989
Country & State India, Kerala

PROFILE SUMMARY

Motivated Accountant with strong communication and interpersonal skills, seeking a position to support financial operations. Experienced in bookkeeping, financial reporting, and reconciling bank statements. Proficient in collaborating with cross-functional teams across different departments and levels of seniority. Possess hands-on experience in inventory management and warehouse operations. Eager to contribute to organizational success and make a significant impact.

WORK HISTORY

❖ Accounts Associate - June 2020 - June 2023

Febno Technologies (IT Firm) – Calicut, India

- Reconciled sales invoices and purchase bills for accounts receivable and payable.
- Reconciled of bank, credit card, SAAS orders and payment gateway accounts.
- Played a role in internal and external audits.
- Assisted in preparing financial, project, and employee timesheets reports.
- Verified billed domains and subscriptions through the vendor cloud portal.
- Processed vendor, staff salaries, and expense payments through NEFT.
- Prepared GST and TDS filing documents and ensured accurate filings.
- Checked general ledger entries to enhance accuracy and prevent errors.
- Coordinated with IT support for client subscription activations and renewals.
- Managed chart of accounts and employee system access.

❖ Accounts Assistant - Apr 2017 - Feb 2020

Cure Medicals Supplies L.L.C (Pharmaceutical) - Abu Dhabi, UAE

- Maintained physical and computer-based filing systems.
- Organized data in spreadsheets for efficient information management.
- Assisted in VAT filing, prepared statements, and general tasks.
- Handled payment documents for vendor bills, expenses, and reimbursements.
- Resolved disputes related to invoices, payments, and adjustments.
- Led inventory control and coordination with warehouse staff.
- Managed timesheets and system updates for warehouse staff.
- Prepared various Sales Reports based on different criteria.
- Maintained the Petty Cash fund for operational expenses.

❖ Accounts Assistant - Jan 2013 - Feb 2017

Kontec Building Materials L.L.C (General Trading)- Ajman, UAE

- Ensured timely customer payments through effective follow-up.
- Communicated monthly age reports to address pending payments with sales team.
- Managed cash and cheque deposits, along with petty cash responsibilities.
- Handled vendor bills, payments, and monthly age reports.
- Maintained daily financial activity reports and petty cash management.
- Coordinated creation of LPOs, DN, quotations, and conversions.
- Led document renewals for licenses, visas, and other essential company paperwork.

❖ Accounts Clerk - Dec 2011 - Nov 2012

P.A. Sunil Kadar (Tax Firm) – Kerala, India

- Filed tax returns, managed clients' bills, payments, and receipts.
- Maintained comprehensive records of tax returns and documentation.

VISA DETAILS: -

Visa Status: Visit Visa - Visa Expiry: 18-01-2024