

SAKEER S H

Accountant

Seeking for an opportunity to strive hard and to obtain a position in which I can develop new skills and utilize existing ones in an environment that provides professional growth and also to contribute my creativity and hard work towards the success of your organization.



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WORK EXPERIENCE

Accountant

LULU Group International

10/2018 - 10/2022

Muscat,Oman

Achievements/Tasks

- Handling cash transactions and daily deposits of cash sales, Performed the Cash office Incharge Role
- Accounts Payables and Receivables
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Preparation of payments related to Project, Maintenance, Advertisement and IT Department and quarterly VAT related payment and Utility payment
- Posting the Journal Entries, Payroll calculation and WPS submission, Bank reconciliation and credit card reconciliation, Vendor reconciliation, Related party reconciliation, Invoice posting, Sale posting and Tenant Posting, Asset posting
- Partnered with auditors on month end and year end closing procedure
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions
- SAP Expert in Retail T-Codes in established firm.
- Handling petty cash and preparing Budget forecasting
- Handling ledgers and preparing Monthly Trial Balance & Tracked financial progress by creating quarterly and Yearly Balancesheet

Accounts Assistant

Kannur International Airport Limited

04/2016 - 10/2018

Kerala,India

Achievements/Tasks

- Accounts Pyables and Receivables, Bank Reconciliation
- Payroll Calculation, Handling Petty cash,
- Invoice Processing, Maintaining Departmental Records
- Assisted in conducting Board meetings and Committee Meetings.
- Share Management , Preparing Notices, Director Report, Resolutions & minutes of AGM, EGM, BM and Committees Meeting.
- Work related to transfer of shares, Work related to issuance of share certificates.

EDUCATION

Master Of Commerce

University of Tamilnadu,Madurai

06/2015 - 07/2017

Bachler of Commerce

University of Kerala,Trivandrum

06/2012 - 05/2015

SKILLS

SAP

MS OFFICE

OUTLOOK

TALLY ERP

QUICK BOOK

PEACHTREE

ACHIEVEMENTS

Cash Office Incharge

Handling Cash Office Incharge Duty at LULU GROUP INTERNATIONAL LLC

CERTIFICATES

Diploma in Indian and Foreign Accounting

G-Tech Parippally

Diploma In Accounts

REDHAMS,Trivandrum

LANGUAGES

English

Full Professional Proficiency

Arabic

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Full Professional Proficiency

PERSONAL DEATILS

DOB : 31 March 1994

Marital Status: Married

Nationality : Indian

Driving License : Valid GCC Driving License (Oman)