

SHAFEEQU RAHMAN P

ACCOUNTANT & AUDITOR

OBJECTIVE

With a Master of Commerce in Finance and nine years of experience, I am an accomplished Accountant and Auditor. My expertise lies in a comprehensive understanding of financial and accounting policies and statutory enactments. I have gained invaluable exposure to Accounting, Auditing, and Taxation aspects across diverse sectors. Proficient in industry-leading software such as Tally Prime, win-Man CA ERP, and MS Office, I am well-equipped to deliver precise and efficient financial solutions.

EXPERIENCE

ACCOUNTANT/MOONSHINE GENERAL TRADING LLC,DUBAI

Oct 2020 - May 2024

- Managed day-to-day sales, purchases, and expense tracking for retail operations in Global Village, Dubai.
- Oversaw petty cash and daily cash transactions, ensuring accurate daily cash and bank sales closures.
- Prepared detailed financial statements to aid in strategic decision-making.
- Handled salary statement preparation and ensured timely distribution.
- Calculated taxes and expertly prepared VAT returns.
- Executed efficient financial closing procedure on a monthly, quarterly, and annual basis.

FINANCE ADMINISTRATOR/NGES GURUKUL SANG PVT LTD

Jan 2019 – Aug 2020

- Managed accounting transactions with precision and efficiency.
- Reconciled accounts payable and receivable to ensure financial accuracy.
- Oversaw daily financial operations, including payroll and invoicing, to maintain smooth processes.
- Directed budgeting and forecasting activities to facilitate strategic financial planning.
- Maintained comprehensive and accurate financial records and statements.
- Prepared detailed monthly and annual financial reports for informed decision-making.
- Ensured the accurate and timely closing of books of accounts.

CONTACT

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Deira, Dubai

EDUCATION

MADURAI KAMARAJ UNIVERSITY, 2018

Master of Commerce- Finance

CALICUT UNIVERSITY, 2014

Bachelor of Commerce- Computer Application

EXPERTISE

- Financial Accounting, Book keeping
 - External Audit, Internal Audit
 - Accounts Supervision
 - UAE VAT & Corporate Tax
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 - UAE VAT & Corporate Tax
 - Financial Reporting
 - GAAP
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IT SKILLS

- MS Office (Word, Excel, PPT)
- Tally Prime
- Win Man
- Zoho Books

AUDIT EXECUTIVE/CAPELLA TAX CONSULTANCY

Feb 2018 - Dec 2018

- Effectively managed accounts operations for various companies in compliance with UAE VAT regulations, leading a team of six accounts executives.
- Led account management under UAE VAT compliance. Prepared VAT and Audit Reports per UAE law.

AUDIT ASSISTANT/R.V.VASSOCIATES CHARTERED ACCOUNTS

Jan 2015 - Jan 2018

- Conducted accounting and bookkeeping across various sectors, ensuring accurate financial records.
- Provided comprehensive taxation and tax planning services for individuals, firms, and corporations.
- Executed stock and internal audit assignments, enhancing operational efficiency.
- Drafted critical deeds and documents to ensure compliance with statutory requirements.
- Performed meticulous Tally data entry, covering sales, purchases, receipts, payments, and bank reconciliation.
- Reviewed vouchers and corrected ledger accounts for accuracy and compliance.

REFERENCE

Dr. Shaji Edassery
Managing Director
Moonshine General Trading LLC
557320854
Moonshinedubai2020@gmail.com

RV. Viswanathan
Managing Partner
RVV Associates
+91 9847411725
rvviswan@gmail.com

SOFT SKILLS

- Observation
- Decision Making
- Communication
- Multi Tasking

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

INTEREST

- Travel
- Sports
- Swimming
- Reading

PERSONAL DETAILS

Nationality : India
Date of birth: 28/07/1993
Visa Status : Visit Visa
Expiry date : 05/01/2025
Passport No : R6078362