



# Shameer Hydrose

Experienced Accounts Receivable & Payable Specialist with extensive Gulf experience in General Trading, F&B, and Retail companies. Possessing a Bachelor of Commerce with a minor in Computer Application and multiple certifications in accounting software. Proven track record of successful payroll management, process optimization, and financial reporting. Eager to join a dynamic organization to contribute skills and drive growth through dedicated and effective work.

## CONTACT



Dubai, UAE



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## SKILLS

- Bank reconciliations and balancing
- Advanced bookkeeping skills
- General ledger accounting
- Accounts Payable and Receivable (AP/AR)
- Cash Flow analysis
- Budgeting
- Financial account management
- Month-end processes
- Customer relations
- Payroll operations
- VAT returns
- Corporate tax planning knowledge
- MS Office Suite
- Tally Prime
- Quick Book
- Peach Tree

## CERTIFICATIONS

- Certified QuickBooks ProAdvisor
- Tally ERP 9 Certification

## ACCOMPLISHMENTS

- Analytical Skills
- Communication Skills
- Organizational Skills

## EXPERIENCE

### *General Accountant*

Panadero Pastry Shop LLC - Dubai, UAE, UAE

- 03/2022 - 08/2024
- Accurately performed daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, expense management and various reconciliations.
  - Generated quarterly financial reports to detail company revenues and expenses.
  - Prepared quarterly tax returns and reviewed submitted documentation with auditors.
  - Coordinated month-end closing processes to ensure completion ahead of aggressive deadlines.
  - Posted accounts receivable payments made by cash, cheque or credit card payments.
  - Advised management on financial planning and risk management, contributing to strategic decision-making.
  - Coordinated month-end and year-end close processes, ensuring accurate and timely financial reporting.
  - Communicated with internal and external auditors to coordinate scheduled audits and compliance reviews.
  - Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
  - Produced regular reports, regulatory returns and reconciliations, informing stakeholders of critical financial data.
  - Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.
  - Used software Tally Prime to perform bookkeeping, invoicing and bank reconciliations.
  - Produced monthly and year-end closing statements, financial documents and invoices.

### *Accountant*

Hashimi Travels - Kerala, India, India

- 05/2019 - 03/2022
- Generated quarterly financial reports to detail company revenues and expenses.
  - Posted journal and ledger entries, prepared financial statements and reports and closed books.
  - Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
  - Reconciled monthly bank statements and resolved discrepancies.
  - Generated financial statements documenting revenue, expenses and liabilities.

- Time Management
- Leadership
- Critical Thinking
- Adaptability

## LANGUAGES

English: First language

Hindi: B2

Upper intermediate

Malayalam: C2

Proficient

Arabic: A1

Beginner

Tamil: A2

Elementary

## Accountant

Silverline Printing Press - Sharjah, UAE, UAE

- 06/2017 - 08/2018
- Produced profit and loss statements to balance spreadsheets and provide information to management.
  - Generated financial statements documenting revenue, expenses and liabilities.
  - Updated general, sales and purchasing ledgers on schedule and verified information against documentation.
  - Posted journal and ledger entries, prepared financial statements and reports and closed books.
  - Produced monthly and year-end closing statements, financial documents and invoices.
  - Prepare monthly, quarterly and annually ledger account reconciliation including bank

## Accountant

Sun Smart Mobile Phone (1 year contract ) - Dubai, UAE, UAE

- 03/2016 - 03/2017
- Posting and processing journal entries to ensure all business transactions are recorded
  - Update and reconcile accounts receivable/accounts payable and banks, issuing invoices and paying suppliers and employee salaries
  - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.

## Junior Accountant

Q-Vision Security System - Doha, Qatar, Qatar

- 06/2014 - 01/2016
- Manage all accounting transactions.
  - Prepare budget forecasts.
  - Publish financial statements in time.
  - Handle monthly, quarterly and annual closings.
  - Reconcile accounts payable and receivable.
  - Ensure timely bank reconciliation.
  - Manage balance sheets and profit/loss statements.
  - Report on the company's financial health and liquidity.
  - Audit financial transactions and documents.
  - Comply with financial policies and regulations.

## EDUCATION

2011

Bachelor of Commerce Accounting

Mahatma Gandhi University - Kerala, India

Minor: Computer Application

Executive Master's in Business Administration

Northeast Frontier Technical University - Arunachal Pradesh, India