

## PERSONAL DETAILS

Shamsudheen p.m  
Ras Al Khor  
Dubai  
UAE

Mobile:  
00971 56 117 5898

Email:  
[shamsupm22@gmail.com](mailto:shamsupm22@gmail.com)

Nationality: Indian

Passport No: T 8879557

DOB: 09/04/1990

## PROFESSIONAL DETAILS

Bachelor of  
Commerce  
(University  
of Calicut)

3 Years experience as an  
**Accountant cum Admin  
assistant**  
(Darul Hidayah School)

7 Years of experience as  
an **Accountant**  
(Falcon Global General  
Trading)

## AREAS OF EXPERTISE

Communication &  
Interaction

Payment collection

Variance reporting

Computer literacy

Accounts payable

Accounts receivables

Reporting & management  
accounting

## PERSONAL SKILLS

Time management  
Proactive and assertive  
Flexible & approachable



# SHAMSUDHEEN P.M

## Accountant

## PERSONAL SUMMARY

A competent and organized individual who is able to work as part of a team and manage several priorities at any one time and can possess superb communications skills, and always treats people with respect and according to their individual needs. As a dedicated professional can understand the importance of the Accountant to any organization, and therefore aims to make any office works in as effective and efficient as possible.

## CAREER HISTORY

### ***Falcon Global General Trading – United Arab Emirates***

ACCOUNTANT May 2016 – Present

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

### **Duties:**

- ☐ Preparation of payments to the client
- ☐ Inputting invoices from suppliers into accounting software
- ☐ Debtor and Creditor reconciliations.
- ☐ Dealing the company petty cash during my time
- ☐ Deal with the weekly payments of suppliers.
- ☐ Ensuring that information is accurately collated & entered into systems.
- ☐ Preparation and review of Profit and Loss Account & Balance sheet.
- ☐ Prepare, manage and in-charge of Accounts Payables and Accounts Receivables.
- ☐ Prepare month-end general ledger and supporting reconciliations.
- ☐ Support special projects and processes improvement initiatives.
- ☐ Responsible for the materials order delivery.
- ☐ Prepare reports and statistical data detailing financial results.
- ☐ Dealing with the preparation and submission of VAT returns on a monthly basis
- ☐ Preparing and filing of VAT returns periodically, without fail
- ☐ Providing advice on tax planning and VAT
- ☐ Managing and maintaining the company's product inventory including purchasing and distributing stock, creating stock profiles and logging stock locations
- ☐ Planned the layout of the storage/display areas considering the stock levels, product sizes, product weights and potential hazards.
- ☐ Stocked a minimum of 60 cases per hour.
- ☐ Experienced with stocking the frozen food section

### ***Darul Hidayah School – Kerala (India)***

ACCOUNTANT CUM ADMIN ASSISTANT April 2013 – April 2016

Working as part of a team and supporting the Office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

#### ***Duties:***

- ☐ Bank Accounts Management
- ☐ Bank Payment Management
- ☐ Bank Accounts Reconciliation
- ☐ Vendor Payment Management
- ☐ Preparations of Payment budget
- ☐ Filing of Statutory Returns
- ☐ Typing and distribution of documents and memos.
- ☐ Handling incoming/outgoing calls, correspondence and filing.
- ☐ Monitoring inventory, office stock and ordering supplies as necessary.
- ☐ Uploading and maintain the holiday, absence and training of staff.
- ☐ Creating and modifying documents using Microsoft office.
- ☐ Updating, processing and filing of all documents
- ☐ Preparing sales invoice
- ☐ Reporting to the accounts team
- ☐ Processing employee expense claims
- ☐ Invoice entries and cross checking

### **KEY SKILLS AND COMPETENCIES**

- ☐ Good all round Financial Accounting Knowledge.
- ☐ Knowledge of Accounts Payable & Receivable processes and procedures
- ☐ Preparing tax payments
- ☐ Estimating and tracking tax returns
- ☐ Completing regular (quarterly and annual) tax reports
- ☐ Experience in using TALLY and other similar accounting systems
- ☐ Strong Excel skills.
- ☐ Firm Organizational, administrative and analytical skills.
- ☐ Ability to maintain confidentiality.
- ☐ Ability to produce consistency accurate work even under pressure.
- ☐ Ability to multi task and manage conflicting demands.

### **ACADEMIC QUALIFICATIONS**

Bachelor of commerce - Finance  
***Calicut University (India)***

**REFERENCES** – Available on request.