



## SHAREEF S H

### ACCOUNTANT

Dubai, UAE

+971 554958416

shareef.s.h989@gmail.com

<https://www.linkedin.com/in/shareef-s-h->



To work in progressive and challenging environment in finance and cost controlling related fields that provides an opportunity to be a key performer and a substantial contributor towards achieving organizational objectives. And I believe, I can become an asset to organization where I get an opportunity to show case my skills and ability.

## Experience

---

### ACCOUNTANT

March 2023 - Dec 2023

#### Basket & Co Sporting House LLC, *Dubai.*

- Post and process journal entries to ensure all business transactions are recorded.
- Preparation and presentation of company's final book of accounts including Balance sheet, Profit and loss etc.
- Updated and maintained inventory management systems and software, generating regular reports on stock levels, order status, and slow-moving items.
- Conducted quality checks on incoming and outgoing stock, identifying and resolving issues to maintain high-quality standards.
- Implemented and maintained effective accounting systems and software, streamlining financial processes and improving overall efficiency.
- Collaborated with purchasing, sales, and warehouse teams to optimize stock levels, prevent shortages, and address stock-related issues.
- Preparing full & final settlement (FNF).
- Verify invoices and bills from Creditors. Follow-up with Clients on over due accounts receivables.
- Preparing LPO, Proforma Invoices, Tax Invoice and Statement of Accounts (SOA) to clients.
- Prepare and review VAT input and output calculation.
- Filling basic book keeping, handling mail and other typical duties.
- Ensuring all payments amounts and record are accurate.

### ASSISTANT ACCOUNTANT

2022 - 2023

#### A K Plywood Pvt Ltd, *India.*

- Post and process journal entries to ensure all business transactions are recorded.
- Preparation and presentation of company's final book of accounts including Balance sheet, Profit and loss etc.
- Reconcile accounts payable as well as receivable.
- Managing the Petty cash as per the business requirement and creating & updating expenses reports.
- Preparing of weekly & monthly reports.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Issuing invoices, preparing vouchers, and coordinating.

- Reconcile cash drawers and sales receipts.
- Processing refunds and exchanges, resolving complaints.
- Interfacing with external auditors when required.
- Filling basic book keeping, handling mail and other typical duties.
- Ensuring all payments amounts and record are accurate.

## Project Work & Internship

---

H H Ceramics Pvt Ltd 2022

Hajjaj Polythene bag manufacturing Pvt Ltd 2021

## Education

---

**MBA – FINANCE** 2022

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, *India.*

**BACHELOR OF COMMERCE (B.COM)** 2020

MANGALORE UNIVERSITY, *India.*

## Skills

---

- ❖ Tally
- ❖ MS Office Suite
- ❖ Financial Reports
- ❖ Bank Reconciliation
- ❖ Accounts Payable & Receivable
- ❖ Bookkeeping
- ❖ Payroll processing
- ❖ MIS Reporting

## Achievements

---

- Received Emails & Appreciation from clients and management for the Excellent Performance with High Quality of work.
- Participated in Karnataka state council science and technology project.
- Active participation in all types of Community Events & Won Prizes.
- Certified a training programmer under CMKKY in Accounts Executive –Tally ERP9 at KGTTI Mangalore.
- Certified in data visualization using Microsoft Power BI and Advanced Excel from Great learning academy.

## Personal Details

---

|                |   |
|----------------|---|
| Nationality    | : Indian                                |
| DOB            | : 05/12/1999                            |
| Marital status | : Single                                |
| Visa Status    | : Visit Visa                            |
| Language       | : English   Hindi   Kannada   Malayalam |