



SHIHABUDHEEN P K
ACCOUNTANT

Dubai, UAE
+971 545300833
shihabhardyz@gmail.com
www.linkedin.com/in/shihabdheen-pk-



Progressive experience over 6 years in the field of accounting. Looking forward to obtaining a challenging position in a well-established organization that offers career development to use my experience to accomplish work as an Accountant.

Experience

GENERAL ACCOUNTANT	11/2020 – PRESENT
NESTO HYPERMARKET LLC, DUBAI, UAE	
ASSISTANT ACCOUNTANT	08/2019 - 07/2020
STELLAR INNOVATIONS PVT LTD, KERALA, INDIA	
ASSISTANT ACCOUNTANT	07/2017 - 06/2018
ARMA MEDZITY, KERALA, INDIA	
ASSISTANT ACCOUNTANT	05/2015 - 12/2016
TIP TOP FURNITURE, KERALA, INDIA	

DUTIES AND RESPONSIBILITIES

- Post and process journal entries to ensure all business transactions are recorded.
- Coordinated the full month-end procedures including preparation of a statement of profit and loss, statement of financial position, trial balance, and cash flow statement.
- Maintaining accurate financial records.
- Preparing stock reports and reviewing & verifying inventories.
- Aging of receivables and regular reporting- Following up with debtors and ensuring that payments are cleared within the credit period.
- Updating accounts payable as well as receivable.
- Developing good relationships with suppliers and obtaining credit.
- Managing the Petty cash as per the business requirement and creating & updating expense reports.
- Preparing weekly and monthly reports.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Issuing invoices, preparing vouchers, and coordinating.
- Reconciling invoices and identifying discrepancies
- Recommends financial actions by analyzing accounting options.
- Maintaining the day-to-day accounts and daily bookkeeping.
- Ensure timely payment of bank and other obligations and handle petty cash.

- Prepare cheques and associated reports required by agency schedules and respond to vendor inquiries.
- Preparing and releasing the salary via WPS.
- Assisting in VAT filing & and financial closing.
- Participating in quarterly and annual audits.
- Interfacing with external auditors when required.

Education

BACHELOR OF COMMERCE (B-COM)

2015

CALICUT UNIVERSITY, India.

POST GRADUATE DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING (PGDIFA)

Areas of Expertise

- ❖ Tally Prime and ERP 9
- ❖ MS Office
- ❖ SAP BI
- ❖ Peachtree
- ❖ Quick Book
- ❖ Financial Reports
- ❖ Payroll & WPS
- ❖ MIS Reporting
- ❖ VAT Filing
- ❖ Reconciliation
- ❖ Accounts Payable & Receivable
- ❖ Cash Flow & Fund Flow
- ❖ Financial Analysis

Personal Details

Nationality	: Indian
Date of Birth	: 21/12/1994
Marital status	: Married
Visa Status	: Visit Visa
Language	: English Hindi Malayalam Arabic