



SHAFEEQUE M

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[Linkedin](#) | 📍 United Arab Emirates | 📅 16 Nov 1999

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accountant with 2+ years of experience in financial management, tax compliance, and business reporting. Proven expertise in leveraging ERP systems and accounting tools to streamline processes and ensure compliance with GCC VAT and GST regulations. Adept at managing budgets, fostering strategic collaborations, and delivering value-added solutions to enhance operational efficiency. Proficient in multilingual communication and team leadership, driving successful outcomes in diverse environments

CORE COMPETENCIES

- Accounting & Finance: GST Filing, Income Tax Management, Auditing, E-filing, Bank Project Reporting.
- Software Proficiency: Tally ERP 9, Tally Prime, Zoho Books, SAP, Microsoft Office (Word, Excel, PowerPoint).
- Regulatory Compliance: GCC VAT, GST Registration, GST Returns.
- Technical Skills: Arabic Typing, English Typing.
- Soft Skills: Communication, Team Leadership, Multitasking, Ethical Work Approach.

PROFESSIONAL EXPERIENCE

Accountant

Dec 2022 - Dec 2023

Mahindra Logistics, Pariyaaram

- Managed financial reporting and reconciliation, ensuring compliance with industry standards and organizational policies.
- Streamlined GST filing processes, improving turnaround time by 15%.
- Collaborated with cross-functional teams to optimize accounting operations using SAP & Tally Prime.
- Provided support for internal audits by preparing detailed reconciliations and documentation.
- Coordinated with logistics partners to reconcile freight invoices and shipping documentation, reducing payment discrepancies by 20% and ensuring accurate cost allocation.
- Developed automated tracking systems for logistics expenses and vendor payments, resulting in improved cash flow visibility and a 25% reduction in processing time for transportation-related transactions.

Junior Accountant

Feb 2024 - Feb 2025

GBS Tax Office, Payyannur

- Conducted GST registrations and return filings for a diverse client base.
- Prepared accurate bank project reports, ensuring adherence to compliance norms.
- Supported audit preparations, contributing to successful completion of annual reviews.
- Assisted in the preparation of income tax filings, ensuring timely submissions and accuracy.

- Managed payroll processing and compliance, ensuring timely and accurate salary disbursements.
- Provided financial advisory services to clients, helping them optimize their tax liabilities and improve financial planning.

ACHIEVEMENTS & HIGHLIGHTS

- Enhanced employability initiatives by introducing skill-based training and collaborations with industry partners.
- Successfully coordinated academic-industry events, establishing strategic partnerships.
- Led budget allocation & acquisition efforts for institutional projects, optimizing resource utilization.

CERTIFICATIONS

- Tally Prime, Finprov Learning, Kanhangad
- Zoho Books & GCC VAT, Relent computer, Payyanur
- Diploma in Indian Foreign Accounting, Kochi, Bangalore
- Arabic, English Typing & Microsoft Office, Master Education, MM Road, Pilathara
- AI Tools Workshop, Be 10x
- Free Human Resource Skills Workshop, Tareeqa Global Solution Pvt Ltd

EDUCATION

Bachelor of Commerce, Rabindranath Tagore University, Kannur, KL | 2023

12th Commerce, National Institute of Open Schooling, KL |2018

10th, Kerala State Board, Kannur, KL | 2015

LANGUAGES

- English (Proficient)
- Malayalam (Fluent)
- Hindi (Fluent)
- Tamil (Intermediate)
- Arabic (Intermediate)

VISA STATUS

Visiting Visa, Valid till Jul 16, 2025

DECLARATION

I do hereby declare that all the information furnished above are true to the best of my knowledge and belief.

SHAFEEQUE M