



My Contact

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📍 DUBAI

🌐 Nationality : Indian

Expertise skills

- Peachtree
- Tally Erp010
- UAE VAT
- Quick book
- Excel

Language Known

English

Malayalam

Hindi

License Details

License No : 251571
Date of Issue : 11.10.2022
Date of expiry : 10.10.2024
Place of issue : Ras Al Khaimah

Passport Details

Passport No : U 6758594
Date of expiry : 10.09.2030
Place of issue : Cochin

Visa Status

Visit Visa : 25.01.2024
Valid Until : 24.03.2024

SHAFIR.P

Accountant

CAREER OBJECTIVE

To Build Up Successful Career With Some Meaningful Achievements By Taking Up Challenging Task And Executing With Dignity Sincerity In An Institution Which Provides A Friendly Atmosphere For Career Growth And Recognition.

WORK EXPERIENCE

ACCOUNTANT

Power House Health Club Sharjah-UAE
Since June 2023 to Dec 2023

- Handling petty cash
- Day book maintenance sales, receipt, payment
- Daily sales cash transferred to bank account
- Cash collection and systematic record keeping
- Prepare bank reconciliation statement
- Reporting the financial statement
- Manage balance sheet and profit and loss statement at the end of month

ACCOUNTANT

Kerala Hyper Market LLC Ras Al Khaimah-UAE
Since January 2021 to May 2023

- Handling petty cash
- Managing day to day transaction
- Preparing daily sales report
- Collecting the daily sales cash received and verifying the accounts
- Prepare bank reconciliation statement
- Cash collection and systematic record keeping
- Managing accounts payable and receivable
- Tallying cash in hand at the end of the day shift and planning for bank cash deposit
- Daily sales cash transferred to company bank account
- Making journal entries in the ledger for accounts debited and credited
- Preparing cheque for customers
- Reporting the financial statement
- Manage balance sheet and profit and loss statement at the end of month

Key skills

Analytical ability

Integrity

Communication skills

Team player

Computer / Technical Skills

High level of numeracy

ACCOUNTANT

**Rayyan Bath Gallery & Home Decors,
Changaramkulam Kerala, India**

September 2019-October 2020

- Handling petty cash
- Preparing day book sales, purchase, receipt, payment
- Daily sales cash transferred to bank account
- Preparing cheque for customers
- Manage balance sheet and profit and loss statement at the end of the month.
- Assist with tax and tax return

ACADEMIC QUALIFICATION



B.com Co-operation

Assabah arts & science college Valayamkulam



Plus Two

DHOHSS Pookkarathara



SSLC

PCNGHSS Mookkuthala

CERTIFICATION

PGDIFA- Post Graduate Diploma in Indian & Foreign Accounting

Proficient in Tally ERP 010

SAP Business One 8.8