



# SHAFIR.P

## Accountant

### My Contact

✉ shafirp555@gmail.com

☎ 971 551292432

📍 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

### 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

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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

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**B.com Co-operation**

**Assabah arts & science college Valayamkulam**



**Plus Two**

**DHOHSS Pookkarathara**



**SSLC**

**PCNGHSS Mookkuthala**

## CERTIFICATION

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**PGDIFA- Post Graduate Diploma in Indian & Foreign Accounting**

**Proficient in Tally ERP 010**

**SAP Business One 8.8**