



SHAFIR.P

Assistant Accountant

My Contact

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☎ 971 0551292432


📍 Ras Al Khaimah-UAE

🌐 Nationality : Indian

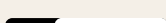
Expertise skills

- 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 : 25-05-2023
Valid Until : 23-07-2023

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

Kerala Hyper Market LLC Ras Al Khaimah-UAE

Accountant and inventory Control Since January 2021 to March 2023

- Preparing daily, weekly, Monthly sales & purchase report. Maintains records, reports relevant information & prepares any necessary documentation.
- Preparation of Bank Reconciliation Statement
- Maintenance of Payable and Recievable
- Managing Day to Day Transaction
- Reconciling already documented reports, statements and various Transaction
- Reviewing Fincancial documented to resolve any discrepancies and irregularities.
- Verifying inventory counts and recording adjustments to inventory levels for items that have been used, damaged, or lost
- Documenting financial transactions
- Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations
- Recommending financial actions by analysing accounting options
- Cooperating with auditors in preparing audit reports
- Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement
- Submitting annual tax returns

Key skills

Analytical ability
Integrity
Communication skills
Team player
Computer / Technical Skills
High level of numeracy




Rayyan Bath Gallery & Home Decors, Changaramkulam Kerala, India
September 2019-October 2020

- Managing Accounting Assistants and Book Keepers
- Prepare Financial Standards setting and Forecast Process
- Assist with tax and Tax Returns

Certification

Proficient in Tally.ERP 9.0

Academic Qualification

-  **B.com Co-operation**
Assabah arts & science college Valayamkulam
-  **Plus Two**
DHOHSS Pookkarathara
-  **SSLC**
PCNGHSS Mookkuthala