

Dear Sir/Madam,

It is with great interest that I am forwarding my CV/Resume for your consideration.

My record of academic achievements and professional career history demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

Regards

*Shahban Edasserí*

+971-562974307



**SHAHBAN.E**

**Accounts Professional**

**Mobile:** +971 562974307 **Email:** shahban786e@gmail.com.

### PERSONAL PROFILE

Energetic and dynamic person holding Degree in Commerce with proven **11 plus years** of experience in Accounting and related works including **6 plus years in UAE**. Possess good experience & knowledge of Accounting up to finalization. Ability to make financial reports and make analysis within timeframe. Flexible and committed personality with high standard of professionalism, strong strength of ethics and willingness to take challenging situations. Possess good subject knowledge, problem solving, coordination, communication, interpersonal and PC skills.

Keenly interested in a more challenging work profile to forward thinking and strive for excellence

### STRENGTHS

- 11 plus years of experience
- Adapt with Organisational need
- Good knowledge of Accounting
- Positive Thinker & Results-Driven Personality

### QUALIFICATION/IT/TECHNICAL SKILLS

- ❖ **Bachelor of Commerce, B.com** - Calicut University, Kerala, India
- ❖ Tally, Peachtree(IFA), D.C.A (Diploma in Computer Application) comprising MS Word, MS Excel & Internet.
- ❖ Type Writing (English)

### CAREER SNAPSOT

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|--|-------------------------|
| <b>1. Accountant General</b>   | Jan 2020 to Till Date   |
| <b>Mostafawi Carpets and Curtains LLC, Dubai, UAE</b>                  |                         |
| <b>2. Senior Accountant</b>  | Nov 15 to December 2019 |
| <b>Majestic Jewellers, Tirur, Kerala</b>                               |                         |
| <b>3. Accountant</b>   | May 2010 to July 2015   |
| <b>Luminas Electromechanical Works LLC, Dubai,UAE</b>                  |                         |
| <b>4. Accountant</b>   | June 2009 to April 2010 |
| <b>Vijayan &amp; Associates, Tirur, Kerala, India</b>                  |                         |
| <b>5. Accounts/Audit Asst</b>  | April 2008 to Aug 2009  |
| <b>Warrior &amp; Associates (Chartered Accountants), Kerala, india</b> |                         |

## PROVEN JOB ROLE

### **1. Company Name : Mostafawi Carpets and Curtains LLC, DUBAI, UAE**

(Market leader in providing interior decorations-carpet, curtain, furniture and Rental business of building properties)

**Designation : ACCOUNTANT GENERAL - January 2020 to Till dated**

Duties and responsibilities –

- Coordinating with Chief Accountant to prepare Profit & Loss Account, Balance sheet and Cash flow statement.
- Preparation and reviewing bank reconciliation statement in every time limit.
- Preparation of weekly cheque payable plan and forward to management.
- Preparation of weekly receivable plan and forward to management.
- Cost controlling and identifying the expenses which can be reduced or avoided completely.
- Pulling out over due, due, under due of debtors so as to give rigid, moderate and normal control with respect to the age of debtors.
- Preparation of debtors and creditors reconciliation statement to tally with company ledger and party ledger.
- Monthly analysis of financial results and provide management the financial effect of business plans and strategies.
- Resolving accounting discrepancies.
- Coordinating with Chief Accountant to prepare yearly budget and MIS Reports.
- Up to date the accounts of the organisation through regular data entry of accounts into the system. Viz- Purchase, Sales, Receipt, Payment, Journal, Debit note, Credit note .etc.
- Updating inventory through regular stock transfer system and monitoring stock movements.
- Furnishing report relating to Cheque collection, Credit card collection, Direct remittance, Cheque payment, Cheque return...etc.
- Reviewing general ledgers and trial balance on regular basis for accuracy of accounts and reviewing monthly expenses.
- Preparation and furnishing of Petty cash statement on impressed basis on frequent intervals.
- Calculation of input tax and out put tax for Filing of Vat return every 3 months.

### **2. Company Name :Majestic Jewellers, Kerala-INDIA**

(A Jewellery engaged in Gold ,Diamond & Silver Business )

**Designation : SENIOR ACCOUNTANT - Nov 15 to December 2019**

Duties and responsibilities –

- Sales & Purchase, Bill Accounting.
- Sales Tax Filling.
- Bank Reconciliation.
- Statutory Works (PF, ESI, PT, TDS)
- Stock register preparation.
- Reconciliation of receivables & payables.
- Ledger accounts preparation.
- Cash & Bank Book keeping.
- Attendance register preparation.
- Daily accounting function.
- All other accounts related works.
- MIS report preparation.

**3. Company Name: Luminas Electromechanical Works LLC**  
(A company engaged in Electromechanical and construction work)

**Designation : Accountant** - May 2010 to July 2015

Duties and responsibilities –

- Up to date the accounts of the organization through regular data entry of accounts in to the system. Viz- Purchase , Sales , Receipt , Payment , Journal , etc.
- Preparation and reviewing bank reconciliation statements.
- Furnishing report relating to, Direct remittance, Cheque collection, Cheque payment, Cheque return etc.
- Reviewing general ledgers and trial balance on regular basis for accuracy of Accounts and reviewing monthly expenses.
- Furnishing report to management relating to receivables and payables.
- Preparation of Payrolls.
- Preparing and updating of PDC Cheques issue statements.
- Invoice Preparation for the Projects in each phase
- Preparation of Payment Certificates to Manpower Suppliers & Subcontractors.
- Preparation of Cheque issue register.
- Handling of Petty cash & Preparing Petty cash register.
- Liaoning with Bankers, Auditors and other Govt. authorities.
- Following up with Customers for collection for the mobilization of funds.
- Managing the vendors for the payment with respect to the ageing.

**4. Company Name : Vijayan & Associate, Tirur, Kerala, India**  
(A Path breaker in the field of Tax consultants.)

**Designation : Accountant** - June 2009 to April 2010

Duties and responsibilities –

- Preparation of all accounts statements up to finalization
- Reporting to Directors
- Preparation of monthly sales department, e filing, forwarding to tax department.

**5. Company Name : M/S. WARRIOR & ASSOCIATES**  
(A Path breaker in the field of Chartered Accountancy (C A))

**Designation : Accountant** - April 2008 to Aug 2009

Duties and responsibilities –

- Responsible to coordinate for finalization of accounts
- Supervising and controlling the accounting activities of Head Office and various branch offices at different places in Kerala.
- Monitoring all outstanding and supervising the reconciliation part of Head Office and branch office accounts on weekly basis.

**5. Company Name : M/S. WARRIOR & ASSOCIATES**

(A Path breaker in the field of Chartered Accountancy.)

**Designation : Accountant** - April 2008 to Aug 2009

Duties and responsibilities –

- Preparation of final accounts of Head Office and branch offices as a whole, besides Liaoning with bank and statutory Auditors and with governmental bodies such as Income Tax, PF and ESI authorities etc.
- Developing Management information systems (MIS) and Liaoning with the internal Auditors.
- Controlling and co-ordination of the unit and communicate with customers.

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**PERSONAL DETAILS**

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Nationality : Indian  
Date of Birth : 16<sup>th</sup> Nov 1985  
Religion : Muslim  
Marital Status : Married  
Visa Status : Employment visa (Will get release)  
Languages known : English, Hindi & Malayalam  
Passport No. : R 5016679

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**REFERENCES**

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References can be provided upon request.