



# SHAJAHAN SIDDIQUE

## ACCOUNTANT

Dubai, United Arab Emirates

shajahanks123@gmail.com

971507713217

## EDUCATION

**Mahatma Gandhi University** 2013 — 2016

Kottayam, Kerala, India | Bachelor of Arts in Commerce Travel & Tourism

### G-Tec Computer Education

High School Diploma in  
Professional Diploma In Indian & Foreign Accounts

## DRIVING LICENCE

- Valid UAE driving licence
- Valid Indian driving licence

## COSSH AWARENESS PROGRAM

- Control of substances hazardous to health

## LANGUAGES

English

Hindi

Tamil

Malayalam

## SKILLS

Tally Erp, Suntech Business

SAP, Quickbook

Microsoft Office

Accounts payable & receivable

Bank & Accounts Reconciliation

Record Keeping

## SUMMARY

6 years+ of dynamic experience accounts cum administrative duties in various organizations and currently working as Accountant in Muqtadir Jewellery Trading Co LLC, Dubai. Hands on experience in Tally, Microsoft Excel & Word. Holds Bachelors of Commerce Degree in Travel and Tourism. Diploma in Indian, Foreign & SAP Accounting certificates. Skilled in financial record-keeping, team supervision, inventory management, and vendor negotiations.

## EXPERIENCE

### Accountant

**Feb 2024 — Current**

Muqtadir Jewellery Trading Co LLC - Al Qusais-2, Dubai, UAE

- Managing daily accounting operations, including financial record-keeping, invoices, and payment processing.
- Preparing financial reports, reconciling accounts, and ensuring compliance with internal and external auditing standards.
- Supported internal and external audits by providing required documentation.
- KYC screening for AML (Anti Money Laundering)

### Accountant

**Dec 2023 — Jan 2024**

Al Muqtadir Jewellery pvt Ltd - Edapally, Kochi, Kerala, India

- Managing daily accounting operations, including financial record-keeping, invoices, and payment processing.

### Accounts Cum Administration

**Jul 2019 — Nov 2023**

Abdul Sathar Hajee Moosa Sait Trust - Kochi, Kerala, India

- Manage all operational activity of the charity according to the strategic direction provided by the Board of Trustees.
- Reconciled financial statements, handled accounts payable/receivable, and processed payroll.
- Assisted in the preparation of tax returns and liaised with external auditors.

### Accounts Assistant

**May 2017 — Jun 2019**

M/s Accounts India Ltd - Kochi, Kerala, India

- Maintained accurate financial records, including invoicing, receipts, and payments, ensuring timely and accurate data entry into the accounting system.
- Reconciled bank and credit card accounts, ensuring up-to-date and accurate financial records.
- Assisted in financial report preparation, including balance sheets and cash flow statements.