



SHAKIR P.T

ACCOUNTANT

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📍 Dubai - UAE.

ABOUT ME

An enthusiastic & high energy driven professional, aiming to utilize the previous work experience and create a growth path for self and the organization as well. Full time Accountant with 5+ years of experience in accounting administration, business accounting and budgeting. My experience includes extensive work in finance, collections, financial reporting and auditing.

WORK EXPERIENCE

T-SHIRT MANUFACTURING CO.

KERALA-INDIA

ACCOUNTANT (2023-2024)

- Managed full cycle of accounting processes.
- Maintain accurate stock consumption.
- Monthly financial reporting and managed petty cash.

SAJIDHA GROUP OF CO.

KALBA,SHARJAH-UAE.

ACCOUNTANT (2018-2022)

- Financial report to the management within benchmark time.
- Preparation of monthly financial report like profit & loss, balance sheet and cash flow statement.
- Reconciliation of bank account and general ledger on a monthly basis.
- Prepare cheque for issuing suppliers.
- Reviewed and monitored billing activities to ensure accuracy.
- Account receivables and Account payables.
- Tax calculation and filing.

TAX CONSULTING FIRM

KERALA- INDIA

ASSISTANT ACCOUNTANT (2016-2018)

- Tax filing different organizations.
- Profit and loss and Balance sheet preparation.
- Internal auditing.
- Income tax filing.
- Assist senior accountants in the preparation of monthly reports.

PERSONAL DETAILS

Date of Birth : 08/04/1993

Gender : Male

Marital Status : Married

Nationality : Indian

Visa status : Visit visa up to Jun 08

SKILLS

- Tally Erp and Prime
- Ms Word
- Ms Excel
- Quickbook
- Zoho

LANGUAGE

- English
- Hindi
- Malayalam

PROFESSIONAL STRENGTH

- Financial planning and analysis, budgeting, forecasting and investment decision.
- Auditing and risk evaluation.
- Cost management and internal control.
- Company investment decision making.
- Preparation of financial statements.

EDUCATION

MASTER OF COMMERCE (M.Com)

Bharathiar University (2015-2017)

Tamilnadu - India

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Calicut University (2012 - 2015)

Kerala - India