

SHAMSHEER M M

ACCOUNTANT

WORK EXPERIENCE

Accountant

Tareeq Al Thiqah Bldg.Cont & Real Estate – Sharjah (Oct 2020 – May 2023)

- Worked as an Accountant in a multifirm company of both Building contracting & Real estate with more than 2 years
- Preparing all journal entries and general ledger to track all income & expenses
- Managing all accounts payable and receivable on a daily basis to make sure each invoices are accurate.
- Managing reconcile all business accounts to ensure our records matchup and no transactions gets lost
- Keeping record of all project finances for internal/external auditing
- Responsible for managing year-end audit and vat returns

Assistant Accountant

V-Guard Cables and Motor Pumps – Kannur (July 2018 – July 2019)

- One year Experiences as an Assistant Accountant
- Preparing accurate Balance sheet and Petty cash
- Sorting up of Purchase and Sales Bills
- Account Reconciliation and monthly financial statement
- Co ordinate with yearly auditing and tax pack





Assistant Accountant

Chamayam Readymade and Textiles –Kannur (Jan 2018 – June 2018)

- Generated and submitted invoices based upon established fianancial schedules
- Followed cash control procedures including cash register balancing with income and expense, bank deposit.
- Assist with preparing Profit & Loss accounts
- Assist with Account receivable and payable
- Preparation of Purchase and Sales invoices



CONTACT DETAILS

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ABOUT ME

To work in an organization where my abilities and skills are used to fulfillment for the development of the concern. I have the abilty to take on challenging tasks with positive and progressive attitude. I firmly believe that challenges, risks and tough situation are not hurdles but stepping stones to the pinnacle of success.

SKILLS

- Ability to manage Payroll Accounts, Financial statement, General ledger, Assetmanagement, Account reconciliation, Budgets, Tax returns
- Always ready to accept challenges and find solutions approaching different possibilities
- Manage or work with accounts team with trustworthy and hard work
- Analyzing and preparing accounts for organization and individual clients
- Ability to work under pressure situation

EDUCATION

- **BSc Mathematics**
University of Calicut (2014 – 2017)
- **Diploma in Professional Accounts**
Spectrum Education (2017 – 2018)
- **Matriculation**
Brennen Highre Secondary School (2012 – 2014)

SOFTWARE

- Tally ERP 9
- Microsoft office (Excel, Word, Power point)
- Quick books
- Peachtree



LANGUAGE KNOWN

- English
- Hindi
- Tamil
- Native Language



PASSPORT DETAILS

- Passport no : P9894512
- Passport status : Visit visa
- Date of issue : 20/06/2017
- Date of expiry : 19/06/2027
- Place of issue : Kozhikode