

SHANIF VALIYA ALAKANDY

Financial Accountant | IFRS Compliance | Financial Management

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Dubai, United Arab Emirates



SUMMARY

Detail-orientated and results-driven Accounts Administrator with over 5 years of experience in the hypermarket sector. Proven expertise in financial management, VAT compliance, invoice processing, and bank reconciliations. Adept at handling full-cycle accounting, improving financial reporting processes, and ensuring accurate financial data. Seeking to leverage expertise in a high-profile multinational company to drive financial efficiency and compliance.

EXPERIENCE

Accounts Administrator

Alibaba Discount Markets 08/2021 - Present

Dubai, United Arab Emirates

- Review and correct purchase invoices, ensuring accurate postings and timely payments to suppliers.
- Prepared accurate financial statements as per IFRS guidelines, identifying and correcting disparities.
- Post journal entries into the accounting system, reconciling discrepancies and maintaining accurate financial records.
- Manage supplier relationships by preparing checks for payments and ensuring timely disbursements.
- Collaborated with tax professionals to provide essential data for VAT tax return preparation, ensuring 100% compliance.
- Assist auditors during financial audits by providing necessary documentation and ensuring compliance with financial policies.

Account Assistant

National Hypermarket 07/2019 - 08/2021

Al Fujayrah, United Arab Emirates

- Entered and processed purchase bills in the accounting system, ensuring timely and accurate record-keeping.
- Prepared and processed Local Purchase Orders (LPO) for vendors, ensuring correct pricing and quantity details.
- Managed inventory creation and tracking, ensuring stock levels were updated and discrepancies were resolved.
- Generated daily sales reports for management, providing clear insights into revenue and performance trends.

EDUCATION

Bachelor Degree in Business Administration

Institute of Basic and vocational Education

India GPA 2.63 / 4.0

Diploma in Financial Management

Indian Institution Of Skill Development Training

India

Diploma in Financial Accounting

Indian Institution Of Skill Development Training

India

LANGUAGES

Malayalam

Native

Hindi

Advanced

English

Proficient



STRENGTHS

★ Financial Analysis

Developed financial reports, resulting in lower purchasing costs.

📈 Process Improvement

Identified inefficiencies in accounting processes and implemented solutions that resulted in improved efficiency

🔍 Attention to Detail

Ensured accuracy in financial statements, leading to successful completion of internal and external audits.

SKILLS

Microsoft Excel

MIS Report

Account Reconciliations

Accounts Payable

Tax Support

Data Analysis

CERTIFICATION

SAP FI and CO & SAP MM

Accountants service Society

TALLY PRO

Accountants service Society

MICROSOFT OFFICE Specialists

Accountants service Society

QUICKBOOK PRO/PREMIER 2016

Accountants service Society

FINANCE AND ACCOUNTING

International Business Management Institute

PERSONAL INFORMATION

DOB:30/07/1998

MARITAL STATUS:Single

NATIONALITY : Indian