SHEMEER SHAJAHAN
ACCOUNTS MANAGER

CONTACT

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📞 +971 52 9419 554

🗺 DUBAI, UAE

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in

ACADEMIC CREDENTIALS

- **MASTER OF BUSINESS WITH FINANCE**
  Madurai Kamraj University, T.N., India
- **MASTER OF COMMERCE WITH FINANCE**
  Kerala University, Kerala State, India
- **BACHELOR OF COMMERCE**
  Kerala University, Kerala State, India
- **HIGHER SECONDARY**
  Board of Higher Secondary Examination, Kerala State, India
- **SSLC**
  Board of Public Examination, Kerala State, India

COMPUTER PROFICIENCY

MS Office

Tally ERP 9

Facts ERP

Basic Operations

Internet & Email

PROFILE SUMMARY

Dedicated accountant with experience in management and process improvement. Proven ability to manage time and resources efficiently while ensuring deadlines are met. Driven by a responsibility to provide accurate, timely financial information that supports decision-making. Seeking an opportunity in the field of financial accounting and taxation skilled at handling Audit projects and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools. Highly Skilled in accounting software Tally ERP 9, Facts ERP and MS Excel.

EMPLOYMENT CHRONICLE

ACCOUNTS MANAGER | 10/05/2019 – 30/11/2023
Qutoof Dania Trading COM WLL (BAHRAIN)
(K.V. Group of Companies)
KEY RESPONSIBILITIES

AUDIT
- Develop and implement internal auditing policies, procedures, and program.
- Review of accounting procedures.
- Survey functions and activities in assigned areas to determine the nature of operations, and adequacy of system of control to achieve established objectives.
- Supervise or conduct independent audits of bank records and activities, and prepare varied analyses of theDepartments and branches for management.
- Supervise, conduct, and report on the testing and adequacy of the bank's internal controls over financialreporting.
- Investigate and determine causes of irregularities, and errors.

TAXATION
- Preparation of all Indirect tax / Direct Tax Returns as per Oman, Bahrain and UAE and Indian Companies Law and Income Tax Law.
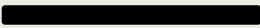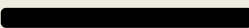- Preparation of Final Return and Revised Return within stipulated time period.

MIS
- Develop, prepare and maintain Payable, Receivable, MIS and financial reporting.
- Preparation of statutory accounts for the Company in accordance with the relevant accounting principles.
- Preparation and presentation of Financial Reports to Board Members, Stakeholders and Senior Management.

LANGUAGE KNOWN

English   95%
Hindi   90%
Malayalam   100%
Arabic   90%

INTERESTS

Songs   Travelling   Reading

CHIEF ACCOUNTANT | September 2016 to June 2019
Suhol Al Fayha Trading LLC
(K.V. Group of Companies, Muscat, Oman)
<u>KEY RESPONSIBILITIES</u>

ACCOUNTING

- Supervising day-to-day financial and accounting operations and extensive theoretical and practical experience and knowledge in **IND AS, IFRS and GAAP.**
- Preparation of Monthly reconciliation for suppliers and customers and Banks.
- Preparation of Final Accounts as per Oman, Bahrain and UAE Commercial Companies Law and Income Tax Law.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness, and a positive language

- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.

- **MANAGEMENT**- Management skills to direct others and review others performance

PERSONAL DOSSIER

Gender   : Male
Date of Birth   : 30-05-1992
Nationality   : Indian
Marital Status   : Married

DECLARATION

I hereby declare that, the above mentioned information is true, and I bear the responsibility for the correctness of the the same.

SHEMEER SHAJAHAN