

SHINAS NAUSHAD

ACCOUNTING ASSISTANT



PROFILE

Motivated and detail-oriented Bachelor of Commerce graduate with experience as an Accounting Assistant. Possesses deep understanding of financial principles and procedures. Proficient in Microsoft Office Suite, QuickBooks, and various other accounting software. Adept at managing multiple tasks and completing them in a timely fashion. Experienced in creating financial reports, accounts payable/receivable, and payroll processing. Committed to providing accurate and efficient financial services.

ACADEMIC CREDENTIALS

2020	BACHELORS DEGREE – COMMERCE Mahatma Gandhi University
2017	HIGHER SECONDARY Govt HSS Omalloor, Board of Higher Secondary Education Kerala
2015	HIGH SCHOOL (SSLC) Mar Thoma HSS Pathanamthitta, Board of Public Examination

EXPERIENCES

➤ **ACCOUNTING ASSISTANT | 2021 – 2022**
SSRM Associates, Ernakulam, Kerala, INDIA

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date
- Processing payroll adjustments and corrections received from the billing department.
- Reviewed general ledger entries and assessed accuracy.
- Applied proper codes to invoices, files and receipts to keep records organised and easily searchable.
- Applied mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Maintained accurate and complete documentation for all financial department procedures.
- Collaborated with internal and external auditors.
- Maintained accurate records of financial transactions.
- Recorded journal entries.
- Processed accounts payable and receivable.
- Responded to inquiries from vendors and customers.
- Managed petty cash disbursements.
- Generated journal entries for month-end close.
- Assisted with the preparation of budgets.
- Filed and maintained financial documents.
- Provided administrative support to the accounting department.
- Compiled data for financial audits.
- Reconciled bank statements and transactions.
- Assisted with month-end and year-end close procedures.
- Generated financial reports and statements.
- Performed account analysis and reconciliation, including bank statements and inter-company general ledger accounts.
- Assisted with payroll processing.
- Monitored accounts to ensure payments are up to date.
- Researched and resolved billing and accounting discrepancies.

PERSONAL DETAILS

Mobile No	: +971 552 335 568
Email ID	: shinasnaushad07@gmail.com
Address	: Dubai, UAE
D.O.B	: 07.09.1998
Nationality	: Indian
Gender	: Male
Marital Status	: Single
Passport No	: U2364990
License	: Valid Indian License
Visa Status	: Visit Visa

KEY SKILLS

GST/VAT Filling
Payroll Operations
Book keeping
Manual Accounting
Financial Management
Corporate Accounting
Reconciliation
ERP Implementation
Prepare Financial Statement
Preparing Ledger
Budgeting
Analytical Skill
Administrative Skills

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

COMPUTER PROFICIENCIES

- SAP - FICO
- ERP
- QuickBooks
- Tally Software
- Computerized Accounting
- MS Word
- MS Excel
- MS Power Point

INTERESTS



Movies



Sports



Travelling

PROFESSIONAL QUALIFICATION & CERTIFICATIONS

➤ INTERNATIONAL CERTIFICATION IN CORPORATE ACCOUNTING – 2022

The IAAP International Certification in Corporate Accounting covers Manual, Financial, Computerized accounting, and Administrative Skills. The course offers a greater understanding of ERP Skills (SAP-FICO Module). It aims to enhance the candidates’ Administrative Skills using Microsoft (Word, Excel & Power Point). The course is aimed at meeting the demand for trained accounting professionals globally. The course provides the learners with an enhanced understanding of financial record keeping and computerized accounting using QuickBooks and Tally software.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

SHINAS NAUSHAD