





# MOHAMED SHIRAS K R

Accountant

 Dera, Dubai

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Visa: Employment  
Notice Period: 7 Days  
DOB: 09/07/1995  
License No: 4213781

Results-oriented and detail-driven accounting professional with over 5 year of experience in financial management, reporting, and analysis. Proven track record of success in leading comprehensive accounting functions, ensuring accuracy, compliance, and strategic financial decision-making. Adept at implementing efficient financial processes, driving cost savings, and collaborating cross-functionally. Seeking to contribute expertise and leadership to a dynamic organization in accounting role.



## Key Skills

- Proven skills in analyzing data, identifying irregularities and spotting numerical errors.
- High attention to details, confidentiality, and ability to adhere to procedures and set measures are a must.
- Cost-oriented, possesses effective problem solving skills.
- Capable of working for long hours and under pressure.
- Very good customer service skills; experienced in interacting with all levels of staff, in a multi-cultural environment.
- Strong organizational and time management skills against workload
- Proactive for any foreseen issues and able to coordinate and provide alternative solution



## Software Skills

- Tally Prime
- MS Word
- MS Excel
- ERP Software
- Dubai Trade



## Work History

2021-02- CURRENT

### Assistant Accountant

Mamlakt Al Oud Perfume Trading LLC, Dera,Dubai

2019-11 - 2021-01

### Accountant

Thunderbolt General Trading LLC, Dera,Dubai

2018-02 - 2019-02

### Auditor

AK Mohanan Audit Office, Kerela



## Roles & Responsibilities

- Dealing with the BANKS i.e. follow up with Bank relation manager, TT, RTGS, NEFT, cheque Dealings, DD, Deposits, Withdrawal etc.
- Managing Petty Cash
- Administer periodic employee-related payments such as payroll, leave salary, final settlement and other employee related payments by processing, validating, monitoring with the company policy, governance, do and labor law.
- Initiate salary remittance to banks as well as the issuance of pay checks to company
- Manage balance sheets and profit/loss statements
- Compute taxes and prepare VAT returns
- Assists user department and suppliers with resolution of issues or inquiries related to area of responsibilities
- Handling Payables & Recivables
- Analyzes all advance Payments for new and existing staff to ensure adherence to Company's policies.
- Invoicing and billing of customers
- Managing customer statements
- Preparing documents for the cargo export and customs clearance
- Preparing delivery notes for delivery of goods



## Education

2013-2016

### Bachelor of Commerce : Computer Application

Mother Arts & Science College - Thrissur, Kerela

2019-2021

### Master of Commerce: Finance

Indira Gandhi National Open University - Kerela, India

2021-2023

### MBA: Logistics And Inventory Management

International School For Management Education - Kochi, Kerela, India