



SHUHAIB.P.K

Dedicated And detail-oriented accountant with proven experience in handling various accounting tasks adept at maintaining accuracy in financial transactions preparing report, finance operations and ensuring adherence to accounting principles. Seeking to opportunities where I can leverage my expertise to contribute to the growth and financial health of dynamic organization..

✉ shuhaibsha387@gmail.com

☎ 0502270384

🏠 UAE ABUDHABI [in shuhaib](#)

Experience

MAR 2024 TO APRIL 2025

Accountant /Malabar Furniture,Tirur Malappuram

- Operations Management: Oversaw daily accounting and finance operations (payables, receivable, GST)
- Adjustments: Managed accrued expenses, unearned revenues and provisions monthly.
- Audits: Coordinated annual audits with external auditors.
- Cash Management: Managed cash and bank operations.
- Financial Statement Review: Analyzed audited financial statements (balance sheets, income, and cash flow)
- Closing: Oversaw monthly closing and depreciation.
- GST: Coordinated quarterly GST filings.
- Statutory Compliance: Ensured compliance with VAT/GST, EPF, and ESI regulations, submitting timely.

FEB-2023– 2024 JAN

Junior Accountant with Sales/ Cotton Fabrics, Tirur, Malappuram

- Lead the completion of financial reports, Month-end closing process and conduct monthly & quarterly finance forecast with our finance controller.
- Manage GST ,PF , TDS, collaborate on tax filing and GST filing ,track expenses and allowance, handle payments to local vendors and oversee payroll and cash Flow analysis.
- Record day to day financial transactions in the accounting software.
- In-depth understanding of products/services, enabling effective communication of features and benefits to customers.
- Developed and executed effective sales strategies to meet and exceed targets.
- Built and maintained strong relationships with clients to drive repeat business and referrals.

Skills

- Financial Review and Reporting • Cash flow Management • Time Management • tally Prime
- Microsoft Excel • Data analytics • Zoho books • Odoo • MS office • Power point • VAT
- Budgeting and forecasting • GST Filing • Quick book • Peachtree • statutory Compliance
- Leadership and Communication • Cost-Benefit Analysis
- Operational oversight • Journal and voucher entries • Financial Reporting • Bookkeeping
- Bank Reconciliation

Education

Bachelor of Commerce (B.COM) /Calicut University, Calicut (2018 – 2021)

Diploma In Indian And Foreign Accounting (DIFA)/ Institute of Accountants And Bookkeepers (2023)

Computer

Tally Essential comprehensive certificate

Ms office, tally ERP& Prime, Odoo , Quick book, Zoho books

Languages

- English • Malayalam • Hindi • Tamil • Arabic

Personal Info

Nationality: Indian

Date of Birth: 17.01.2000

Marital Status: Single

Driving License: Indian

Passport Number: Y9276713 (18-09-2033)