



# SHUHAIB.P

## ACCOUNTANT

### PROFESSIONAL PROFILE

To build up a successful career with a reputed company. Where I can utilize my skills and knowledge of basic accounting operation for achieving organizational goals and to be a part of a team work for the growth of organization by effective and efficient communication with all levels of management and providing accurate summarized financial statements on time.

### WORK EXPERIENCE

**Assistant Accountant: (2021-2023)**  
**Glassco Tuff Pvt Ltd , Kerala, India**

#### **Role:**

- Holding Account with MS Excel.
- Maintaining the book of Accounts and reporting to Senior Accountant
- Reconciliation of general ledger and Statement of Accounts.
- Conduct credit check on all customer, establish and manage limits.
- Putting up shortage/ damage claims to the suppliers and insurance company.
- Providing timely and accurate payment processing off all supplier and service provider.
- Filling of VAT return
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Handling of all transaction relating to petty cash.
- Preparing Trail Balance, profit and loss A/c, and Balance Sheet.

### EDUCATION

- **Bachelor of Commerce (B.com)**  
Calorx Teachers University, India (2018-2021)
- **Plus Two- Computer Commerce**  
Kerala HSE Board - 2015-2017
- **Certification in computerized financial Accounting (CFA)**  
London - UK Authorized training & certification IBS-Kerala (2022)

### CERTIFICATION

- Computerized financial accounting(CFA)
- Tally With GST
- Microsoft Office
- Intuit QuickBooks

### CONTACT INFO

#### Phone

+971 505307126

#### Email

[mhdsuhaib0@gmail.com](mailto:mhdsuhaib0@gmail.com)

#### Address

Dubai, United Arab Emirates

### SKILLS

- Cash flow Analysis
- Financial Management
- Budgeting and Forecasting
- Cost Reduction Strategies
- Financial planning and strategies
- Tally
- MS Office (Word, PowerPoint, Excel)
- Effective Communication
- Leadership Skill
- Problem Solving Skill

### PERSONAL DETAILS

Date of Birth: 18-05-1999

Passport No: V5721137

Nationality: Indian

Religion: Islam

### VISA STATUS

Visa Type: Visiting Visa

Date of expiry: 10-08-2023

### LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Arabic (Read and Write)