



# SHAMSHAD KK

ACCOUNTANT | FINANCE & DATA MANAGEMENT

## CONTACT

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## KEY SKILLS

- ✓ Financial Accounting & Reporting
- ✓ Tally, QuickBooks, Peachtree
- ✓ Microsoft Excel, Word, PowerPoint
- ✓ Data Entry & Bookkeeping
- ✓ Accounts Payable & Receivable
- ✓ Bank Reconciliation
- ✓ Customer Service
- ✓ Taxation & Compliance
- ✓ Inventory Management
- ✓ Driving & Logistics Coordination

## EDUCATION & CERTIFICATIONS

- Master in Global Accounting (2022 – 2023)
- ITI – Computer Operator & Programming Assistant
- Govt ITI Muthukad (2020 – 2021)
- Higher Secondary Education (Commerce) (2019)  
GHSS Velliyode
- High School (SSLC) (2017)  
GHSS Velliyode

## TECHNICAL PROFICIENCY

- ◆ Accounting Software: Tally, QuickBooks, Peachtree
- ◆ Microsoft Office Suite: Excel, Word, PowerPoint
- ◆ Data Management: Bookkeeping, Data Entry, Financial Analysis

## PROFESSIONAL SUMMARY

Dedicated and detail-oriented Accountant with 2+ years of experience in financial management, bookkeeping, and data entry. Proficient in Tally, QuickBooks, Peachtree, and Microsoft Excel, with expertise in managing financial records, reconciling statements, and ensuring compliance with accounting principles. Strong problem-solving abilities and a proactive approach to financial analysis. Skilled in customer service and capable of working both independently and in collaborative environments to drive efficiency and accuracy in accounting operations.

## WORK EXPERIENCE

### Accountant

- Tabaq Delivery Service LLC, Abu Dhabi (2024 – Present)  
Managed daily financial transactions, reconciled bank statements, and ensured accurate bookkeeping.
- Maintained accounts payable & receivable, processed invoices, and tracked expenses.
- Utilized Tally, QuickBooks, and Peachtree for financial reporting and record-keeping.
- Assisted in financial audits, budget preparation, and expense forecasting.
- Ensured compliance with local taxation laws and company financial policies.

### Sales Executive

- Textiles Shop, Kozhikode, Kerala (2021 – 2023)
- Handled sales transactions and maintained accurate billing records.
- Assisted customers in product selection and provided excellent customer service.
- Managed stock inventory, monitored purchases, and tracked product demand trends.
- Processed cash and digital payments efficiently to ensure smooth business operations.

## ADDITIONAL INFORMATION

- Languages: English, Malayalam, Hindi
- Availability: Open to relocation & immediate joining
- Driving License: Valid Indian License