



SHEIK ALI SHAHEER P A

Address: Burdubai, UAE

Mob.: +971565895943 & E-mail: shaheerwest@gmail.com

Resume for General Accountant

PROFILE

Detail-Oriented Accountant focused on improving company financial operations and streamlining processes using effective leadership, planning and decision-making abilities. Systematic and well-organized with strong attention to detail, mathematical acumen, and Accounting Knowledge.

PROFESSIONAL EXPERIENCE

PMS Traders, Kerala, India

General Accountant cum Tax (01 Nov 2018 to 31 Aug 2023)

- Maintaining and reconciling bank accounts, cash and general ledger accounts.
 - Preparation and filing of invoice.
 - Arrangements for invoice and delivery note submission.
 - Posting of JV/Payments /Receipt etc. in ERP.
 - Preparation and submission of daily receivables & Payable follow up reports.
 - Daily Updating of cash book and bank book (Entries in ERP).
 - Maintained daily received orders, stock and inventory records
 - Maintained and reconciled general ledger account.
 - Processed monthly payroll & maintained, approved payroll records and handling petty cash.
 - Familiar with banking transactions by online or manual (cheque deposits, cash receipt and payment transfer)
 - Prepared bank reconciliation statements
 - Reconcile accounts payable and receivable.
 - Prepared GST Analysis including tax related paper works.
 - Handled Monthly, quarterly and annual closing reports
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Aiwa Silks Pvt Ltd, Kerala, India

General Accountant cum Tax (31 July 2016 to 31 Oct 2018)

- Maintaining and reconciling bank accounts, cash and general ledger accounts.
 - Preparation and filing of invoice.
 - Arrangements for invoice and delivery note submission.
 - Preparation and submission of daily receivables & Payable follow up reports.
 - Daily Updating of cash book and bank book (Entries in ERP).
 - Maintained and reconciled general ledger account.
 - Processed monthly payroll & maintained, approved payroll records and handling petty cash.
 - Familiar with banking transactions by online or manual (cheque deposits, cash receipt and payment transfer)
 - Reconcile accounts payable and receivable.
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Maharaja Supermarket, Kerala, India

General Accountant cum Tax (01 Oct 2016 to 30 Sep 2017)

- Maintained and reconciled general ledger account.
- Processed monthly payroll & maintained, approved payroll records and handling petty cash.
- Familiar with banking transactions by online or manual (cheque deposits, cash receipt and payment transfer)
- Prepared GST Analysis including tax related paper works.

SKILLS HIGHLIGHTS

- Hardworking
- Multitasker
- Data Entry Operations
- Accounting & Banking
- Record Safe Keeping
- Inventory Controlling
- Ledger Posting
- File Documentations
- Fast learner
- Computer Skills
- Book Keeping
- Microsoft Office Suit
- Tally & Traffic
- Task

LANGUAGES

- Malayalam
- Hindi
- English
- Tamil

SUMMARY QUALIFICATIONS

- Degree (B Com - Kannur university)
- P.G Diploma in Computerised Financial Accounting from Professional School of Computer Education, Kerala, India
- Automation from Lakhotia Computer Centre, Kerala, India
- Plus Two passed in Kerala board (Board of Higher Secondary Education of Kerala, India)
- S.S.L.C Passed in board of Secondary Education of Kerala, India

OTHER DETAILS

- Nationality : Indian
- Date of Birth : 01April 1993
- Marital Status : Single
- Visa Status : Visiting Visa
- Passport No : M O251374