

MUHAMMED SHAMEER M

Finance and Accounts executive



ContactInfo

✉ Shameershameena37@gmail.com

☎ +919074155486

📍 Kerala,India

Skills

Have great exposure to computerized accounting environment and well versed in ERP.

Ability to interpret, assimilate and apply accounting concepts.

Works with highly sensitive matters in a confidential and professional manner.
Good analytical, reasoning and problem solving skills

Effective communication and people skills

Ability to work well under pressure and accomplish assigned tasks.

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M.com with Finance over 4.5 years of experience, Working as a Finance and Accounts executive in Popular Vehicles And Services LTD and Al-Muqtafdir Group. managing the accounts and prepare and file monthly and quarterly account statement. I am looking forward to leverage my experience in an organization where I can utilize my knowledge and skills, for the improvement of the organization and to help myself improve in every sphere.

Experience

Aug 2018 **Finance and Accounts executive** to 2022
Popular Vehicles and Services LTD,Punalur

- Managing monthly closures (ensure all accounting entries & reconciliations).
- Maintain the GL by reviewing the entries, reconciling them, and passing adjustment entries.
- Managing petty cash expense of Three Branches .
- Preparation of monthly cost analysis report and comparing with budgets for identifying variances.
- Processing ledgers and passing entries.
- Handling supplier payments accurately in a timely manner with proper vendor reconciliation.
- Handle intercompany transaction and preparing reconciliation.
- Preparing analyses of accounts and producing weekly aging reports.
- Follow up with vendors and customers
- Invoice booking, payment, and vendor management.
- Support in cash management, banking, vendor relationships and implementation of the ERP system.
- Assist in smooth completion of audit. Make sure that appropriate accounting practice and internal controls are followed.

Sep2022

To
Mar 2023

Assistant Finance and accounts executive
Al-Muqtadir Group

- Handling day to day invoice booking
- Prepared Fund requirements and Forecasts.
- Assisting managers for preparation of quarterly and yearly analytical reports.
- Bank reconciliation and preparation of fund transfer
- Handling accounts and perform month end closing in a timely manner.
- Managing daily accounting transactions & preparing journal entries
- Maintaining Records of Receipts and Payments

Language

English
Professional Working proficiency

Arabic
Reading & Writing proficiency

Malayalam
Native or Bilingual proficiency

Personal Info

Date of Birth
03-05-1995

Nationality
Indian

Passport No
S 8641443

Marital status
Married

- Taking month review and Performance.
- Review creditor aging & closely follow up on overdue payment
- Assisting managers for Preparation of financial statements.
- Petty cash management

Education

2024- M.com (Finance)
(Musaliar College of Arts and Science, MG University)

2012-2015 B.com (Computer Application)
(IHRD College of Applied Science, MG University)

2010 -12 Secondary School of Education (Higher Secondary (+2)
(Board of Higher Secondary Education, Kerala, India)

Declaration

I hereby declare that all the details mentioned above are true to the best of my knowledge.

MUHAMMED SHAMEER M

