



SHABEER T P

ACCOUNTANT GENERAL

CONTACT

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Ras Al Khaimah
United Arab Emirate

PROFILE SUMMARY

Self-motivated General Accountant with 12 years of experience is offering strong work ethic and determination to complete tasks in timely manner. Extensive clerical knowledge in general accounting, Account reconciliation, Accounts payable, Accounts receivable and cash management process.

PROFESSIONAL EXPERIENCE

Accountant General

Al Maleki Cosmetics Ras al Khaimah, UAE (DEC 2017 TO TILL April 2024)

- Tax accountants in preparing tax returns and financial statements.
- Communicated with clients daily and ensured excellent customer service.
- Managed shipments and sales orders.
- Prepared invoices, expense reports, and payment memos.
- Processed company documentation, such as invoices and payment cheques.

Accountant

Atlas Gold International Payyanur, INDIA (APR 2012 TO OCT 2017)

- Control overall Accounting and Financial matters.
- Handling and maintaining Accounts up to Finalization.
- Handling cash and cheques.
- Purchasing gold from suppliers
- Maintaining salary slip

ASSISTANT ACCOUNTANT

FAREEDA JEWELLERY, KERALA, INDIA (MAR 2007 TO MAR 2012)

- Dealing with customers and suppliers
- Control overall accounting and financial matters.
- Maintaining all types of bills

EDUCATION

- Bachelor of Business administration

PROFESSIONAL SKILL

- Expert in Accounting software Tally, Peachtree & Fast inventory & accounting system
- Well versed with MS-Office, Internet and E-commerce

Driving license

- UAE driving license.

LANGUAGES

- ENGLISH – speaking & reading.
- HINDHI – speaking & reading.
- MALAYALAM-native language
- ARABIC – Speaking & reading.

PERSONAL DETAILS

- Nationality- Indian
- Marital status -Married.
- Passport NO -S6609345
- DOB - 19/05/1989
- Visa status-Visit