



# Shafeeque AP

Professional Accountant

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## CAREER OBJECTIVE

*Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as a collaborative team member.*

## Summary

Accounting professional having 3 plus year experience in Qatar, as a Retail Finance Accountant for well-known retailer in GCC. And also worked as an Accountant in a reputed Curtain firm in Kannur, Kerala, India.

An Effective team player with good ability to work independently & lead. Good communication and interpersonal skills. Very active participant for contributing my skills and services to the organizational growth.

## Professional Experience

From February 2019  
To March 2022

### **Lulu International Group, Doha, Qatar**

*Accountant*

- Preparation of attendance sheet and Salary statement preparation.
- Checking and accounting of expense bills
- Payroll and other HR related works.
- Arranging & reconciliation of Vendor's Statement for preparing cheques
- Updating salaries and deductions in SAP
- Monthly Reconciliation of branch accounts
- Booking all Provision & prepaid expense entries monthly.
- Handled monthly closure process to ensure timely & accurate financial statements
- Arranging the Vendor bills as per their credit periods and checking various deductions, then checking these bills with statement of accounts and forwarding for making cheques.
- Preparing various reports to Finance and Audit.
- Reconciliation of various Card transactions.
- Issue and control of Gift Vouchers and Gift Cards.
- Preparation of expense and vendor's cheques.
- Cheque bundle management.
- Distribution of Cheques and deduction details to concerned vendors.

From Nov 2014  
To Nov 2018

### **Ukkash Curtains, Kannur, Kerala.**

*Accountant –cum-Administrator*

- Dealing with the preparation and submission of VAT returns on a monthly basis.
- Documents financial transactions by entering account information.
- Perform any other duties assigned or delegated by Manager.
- Prepares monthly attendance sheet for the staff.
- In charge of the Petty cash and Supply management of the office.

## Academic Qualification

- June 2015 **Kannur University, Kannur, KERALA**  
*Master of Commerce*
- Post-Graduation
- June 2013 **Kannur University, Kannur, KERALA**  
*Bachelor of Commerce*
- Graduation
- May 2010 **Kerala State Higher Secondary Board, KERALA**  
*Higher Secondary*
- Pre-Degree

## Professional Qualification

- December 2015 **Almis International Business Solution Pvt. LTD**  
*Internship Training*
- VAT & GST
- February 2013 **C-DIT (Centre for Development of Imaging Technology)**  
*Professional Course under Govt of Kerala*
- Computerized Accounting

## Skills & Abilities

- Excellent Communication Skills. • Quick learner able to assume responsibility. • Ability to multi task.
- Flexible, responsible, efficient, hard worker. • Dependable. • Ability to maintain Confidentiality.
- Strong work ethic. • Problem solving • Highly Organized

## Professional Skills

- Proficient in Computerized Accounting (SAP FICO, Tally, QuickBooks, Peachtree, Trade Easy)
- Proficient in Microsoft Office Applications. • Knowledge in VAT & GST Taxation.
- Knowledge in Business Management & Co-operation

## Personal Profile

Date of Birth	-	15th March 1993
Nationality	-	Indian
Languages Known	-	English & Malayalam

## Visa Details

Visa status	-	Visit Visa (Transferable)
Visa Expiry	-	1 <sup>st</sup> June 2022

## Declaration

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

Date: 05.03.2022

Place: Dubai

**Shafeeque A.P**