



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 <i>Master of Commerce</i> <ul style="list-style-type: none">• Post-Graduation
June 2013	Kannur University, Kannur, KERALA <i>Bachelor of Commerce</i> <ul style="list-style-type: none">• Graduation
May 2010	Kerala State Higher Secondary Board, KERALA <i>Higher Secondary</i> <ul style="list-style-type: none">• Pre-Degree

Professional Qualification

December 2015	Almis International Business Solution Pvt. LTD <i>Internship Training</i> <ul style="list-style-type: none">• VAT & GST
February 2013	C-DIT (Centre for Development of Imaging Technology) <i>Professional Course under Govt of Kerala</i> <ul style="list-style-type: none">• 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 st 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

Shafeeqe A.P