



Amal Basheer

Accountant

A Bachelor Graduate of Commerce with Corporation. I am a General Accountant with four years of experience and currently working for Suntech aluminium & glass industries. Ensure to accomplish company's objectives and optimal practices.

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📍 KERALA, INDIA

PROFESSIONAL EXPERIENCE

General Accountant *2 yrs 9 months KMCO Suntech group of companies

05/2018 - 02/2021

Dubai, UAE

Responsibilities:

- Calculation and return filing of VAT online on FTA website.
- Preparation company accounts for audit.
- Managing and supervising daily routine works including accounts payable and receivable, business licenses, cash receipts, petty cash, general ledger, banking procedures etc.
- Resolving errors in financial reports and correcting faulty reporting method.
- Preparation of annual company accounts and reports.
- WPS file creation and WPS transfer to all employees.
- Preparation and maintaining the records of post dated payments (PDC).

Contact: Mr. Antony Joseph. - Manager +971 0566019286

Accountant*2 Big bazar group

05/2016 - 02/2018

SHARJAH, UAE

Responsibilities

- Provide general administrative and clerical support including mailing, scanning, copying to management and maintain electronic and hard copy of filing system.
- Assist in resolving administrative problems and manage calendar for business manager.
- Record all the accounting transactions by using POS X Software and dealing cash and bank transactions.
- Prepare and analyze daily purchase and sales of store and assist cashier on busy hours.
- Arrange daily reports on sales, purchase, expense, profit and cash and bank balances for directors understanding.
- Held primary experience in purchasing, bank reconciliation, cash dealing, maintaining bank, issuing cheques and staff managing.

Finance analyst *1

Xerox (Pvt)Ltd. for insurance firm Blue Shield of California

08/2015 - 04/2016

KOCHI, INDIA

Responsibilities

- Prepare, examine and analyze all accounting related transactions and records.
- Auditing and safe maintaining insurance claims and enrolling details. Achieved knowledge in Facets, Rumba applications.
- Report to management regarding the finances of establishment.
- Develop, maintain and analyze budgets and prepare periodic reports for making comparison between actual cost and budgeted cost.
- Promoted from Processor to Inspector post.

CERTIFICATES

C-Dit, Certified in computerized accounting (first class). (02/2015)

Government programme education. Certificate in Computerized accounting (CCA)

Under Government of Kerala

EXPERTISE

Bank reconciliation

Pay roll

Inventory and purchases

Negotiation

VAT Filing and Reporting

Preperation of financial records

Tally ERP

MS OFFICE

Accounts payables and recievables

Organisational skills

Staff managing

Leadership

EDUCATION

B.Com graduation - College of commerce

Kannur University

05/2013 - 04/2015

67%

PROJECT:

- Topic: Analysis of financial statements with particular reference to Kanhirode weavers:

12th Higher secondary school Pre university

03/2011 - 03/2012

78%

High School (SSLC)

RGMHSS Mokeri, Kannur

03/2009 - 05/2010

India (89%)

LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

Tamil.

Full Professional Proficiency