

**SHAMSEER KARIYAT**

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## CAREER OBJECTIVES

Seeking a challenging Accountant position to leverage my 5+ years of experience in accounting, HR, and LMARA visa application processes. I am proficient in Bahrain VAT filing, data processing, and logistics accounting. My strong organizational skills and attention to detail enable me to deliver accurate and timely financial reports

## WORKING EXPERIENCE

✚ **Tesla Man Power Company** -Salma bad Bahrain

**Designation: General Accountant**

### Duties and Responsibilities:

- **Cash Management:** Handling daily cash collections, preparing cash reports, and ensuring accurate cash reconciliation.
- **Salary Processing:** Calculating and distributing weekly salaries to drivers, including any deductions or bonuses.
- **Financial Statement Preparation:** Preparing and analyzing financial statements to track company performance.
- **VAT Compliance:** Registering and managing the company's VAT account, filing quarterly VAT returns, and ensuring compliance with VAT regulations.
- **Payment Processing:** Handling various payments, including VAT, SIO, LMRA, and other necessary expenses.
- **Audit Preparation:** Providing necessary documents and information for audits to ensure compliance with financial regulations.
- **Labor Contract Preparation:** Drafting and managing labor contracts for employees.
- **Visa and Permit Processing:** Applying for labor visas, CPRs, and other necessary permits for employees.
- **Thamkeen and SIO Related Tasks:** Handling Thamkeen and SIO related matters, such as registrations, applications, and documentation.
- **Staff Salary Preparation:** Calculating and processing staff salaries, including benefits and deductions.
- **Entity and Labor Benefits Processing:** Managing entity and labor benefits for employees.
- **Jahez Order Processing:** Handling Jahez orders, including data matching, order details, and invoicing.
- **Vendor Management:** Managing relationships with vendors and suppliers.
- **Office Administration:** Handling general office tasks, such as filing, document management, and customer service.
- **Data Entry and Analysis:** Accurately entering and analyzing financial data using accounting software.
- **Problem-solving:** Identifying and resolving financial and administrative issues.

- **Time Management:** Effectively managing workload and prioritizing tasks.

**Worked:** *from Oct 2023 still now.*

✚ **Quick Kangaroo Logistic service** -Salma bad Bahrain

**Designation: Accountant**

**Duties and Responsibilities:**

- Involved in day to day functions of Accounts.
- Check the Daily transactions and pass the entries.
- Communicate with Drivers for the Cash collection.
- Maintaining accounting documents and records
- Preparing invoices and Transfer vouchers as per the client's request
- Handling office petty cash for daily transaction.
- Coordinate with The operations Department for Customer Related Issues and Queries
- Answering phone calls and direct calls efficiently and take accurate messages wherever appropriate
- Ensure Timely Bank Payment.
- Compute Taxes and Tax Returns.
- Manage Balance sheet And Profit/Los Statement.
- Reconcile Account Payable And Receivable.
- Publish Account Statements In Time.

**Worked:** *from Dec 2021 Till Sep 2023.*

✚ **Matajer Investments & Trading Development Co. - Abu Dhabi, UAE**

*(Matajer group is the holding company of Pistache Chocolate & zatar Restaurant)*

**Designation: Purchaser cum Store keeper**

**Duties and Responsibilities:**

- Involved in day to day functions of stores.
- Check the Daily transactions and pass the entries.
- Communicate with shops for the sales, petty cash and store order.
- Maintaining accounting documents and records
- Preparing invoices and Transfer vouchers as per the client's request
- Handling store petty cash for daily transaction
- Receiving and checking goods
- Counting and sorting all incoming goods
- Monitoring and verifying Monthly and annual inventory.
- Coordinate with The operations Department for items Related Issues and Queries
- Answering phone calls and direct calls efficiently and take accurate messages wherever appropriate
- Involvement to solve the issues with Customer & Suppliers.

- Supervision of a team involved day to day functions of store.
- Track lost or mis-delivered packages
- Contact vendors and responsible for returning damaged goods to vendors
- Responsible for receiving all shipments of products and store them in organized manner
- Create Purchase Orders as needed

**Accounting package:** - Focus -ERP

**Period Worked:** *from May 2017 Dec2020.*

 **Forty Fruity Juice Co.**

**ABU DHABI - UAE**

**Designation: Store Keeper.**

**Duties and Responsibilities:**

- Taking account of incoming and outgoing of goods in the stores departments.
- Monitoring stock card every day of the stock goods from stores and physically checking of all received goods from delivery note of the respective requested lpo
- Making requests of goods which are not stocks.
- Taking care all types of activities like take care of stores goods, availability of goods in time, proper care, and also manage the labors and make proper records of incoming and outgoing goods.
- Arranging good warehouse, handling equipment good staff, store keeper, care the proper and damaged / shortage material and maintain the higher stock level / Maximum stock level / reorder stock level.
- Authorizing on the store requisition after verifying requested items.
- Verifying incoming / outgoing and daily stock on hand, follow the delivery schedule as per purchase order
- .Arranging the inventory of stock every three months and using materials FIFO.
- Preparing the list of fast moving / slow moving items and not usable materials ○ Maintaining proper documents like receipt and issue.
- Preparing inventory of the stock items weekly and aware to the purchase department
- Coordinating with the purchase department and operation Manager.
- Arranging good housekeeping everyday in the stores and warehouse.
- Preparing time sheet of the staff and store keepers.

**Period Worked:** *from May 2014 May 2017*

 **IPSR Solutions (PVT) Ltd**

**Designation: Junior Technical Consultant Duties**

**and Responsibilities:**

- Administrate Red Hat Server
- IP Addressing and Local Net Working
- Installing Operating Systems and Software in Microsoft and Linux
- Assembling Pc and Troubleshooting
- Troubleshoot and Control a Local Network
- Ability to Detect and Solve Problem i n a Local Network

- Connecting Various Operating Systems as Microsoft and Linux

**Period worked:** *From March 2012 to January 2014*

### COMPUTER PROFICIENCY

- M.S Office ,Focus ,POS, Windows Operating System

### SKILL AND COMPETENCIES

- Experience of working to tight deadlines with limited resources
- Highly organized, proactive, hardworking, focused and have attention to detail
- Excellent customer service and communication skills
- Strong ability to multi-task, prioritize and execute

### ACADEMIC CREDENTIALS

- **BSC** Computer Science
- Higher Secondary Education (Board of Higher Secondary education Gov: of Kerala-India)
- **RHCSA**(Redhat Certified System Administrator)
- **RHCE**(Redhat Certified Engineer)

### PERSONAL INFORMATION

Date of Birth : 01/03/1989  
Gender : Male  
Nationality : Indian  
Languages : English, Hindi and Malayalam  
Passport No : L2816006  
Place of Issue : KOZHIKODE

I hereby certify that I agree and understood the above job description and commit to fulfill the above to the best of my ability.

**Manama - Bahrain**

**SHAMSEER KARIYAT**