



SHAFEEK ALINGAL

Contact No.:

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E-Mail:

shafiinonline@gmail.com

Work Experience:

Total: 10+ years

Passport No.:

V1849090

Visa Status:

Employment

Languages known

- English
- Hindi
- Malayalam
- Tamil

PERSONAL SKILLS

- Communication Skill.
- Organizational Skill.
- Attention to detail.
- Adaptability.
- Professionalism.
- Confidentiality

SUMMARY

Self-motivated accountant with strong background in all areas of accounting system. Progressively responsible duties gained over the course of a career based on exceptional and organizational skills. Seeks a challenging and varied position that will enable me to capitalize a sound accounting expertise with opportunities for personal and professional growth.

CAREER SNAPSHOT

Oscar Trading & Technical Service W.L.L

Designation : Senior Accountant & Admin
Location : Doha, Qatar.
Duration : October 2021 to February 2024

Job Profile:

- Preparing and review financial statements including income statement , balance sheet, Cash flow statement etc.
- General Ledger Management.
- Reconciliation of accounts on monthly basis.
- Month-end and Year-end Closing and checking.
- Review and enhance internal control procedures.
- Coordinate and provide support during external and internal audits.
- Salary preparation.
- Provide support and supervision over junior staffs.
- Managing day to day operations of the office.
- Coordinating with PRO for visa related works.
- Handling relation issues.

Denaster General Trading – A Major Duty Free Supplier.

Designation : General Accountant
Location : Dubai, U.A.E
Duration : December 2015 to August 2020

Job Profile:

- Exposure in finalization of books of accounts, reconciling ledgers to find any abnormal increase or decrease from budgeted, capitalizing required expenses.
- Generate accurate MIS and other ADHOC reports as required by management, banks and creditors.
- Prepared multi-currency bank reconciliation statements.
- Fully controlled and monitored inward and outward movements of consignment stocks and the generation of monthly sales report.
- Handled signed letterheads and cheques.
- Conducted monthly job costing and reporting the loss jobs to the management with the sales and service department confirmation.
- Checking and posting of all vouchers, local and import GRN'S.

Epicure Catering Services LLC/Health Factory – Pragma Group

Designation : Asst. Accountant
Location : Dubai, U.A.E
Duration : March 2013 to November 2015

Job Profile:

- Handling Account payable & receivable.
- Managing petty cash reconciliation.
- Preparing daily collection report.
- Preparing and filing invoices and vouchers, processing cheques.
- Preparing each month stock & inventory report.
- Updating Cash Flow and reporting to financial controller.
- Preparing statutory accounts.
- Cash allocation.

HOBBIES

- Music
- Sports
- Movies

PERSONAL DETAILS

- Date of Birth: 03/10/1988
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Passport No : V1849090

COMPUTER SKILLS

- Oracle NetSuite
- Microsoft products
- Navision
- Tally Products
- Account Edge
- Focus

Green valley condiments Co.

Designation : Accounts Assistant
Location : Tamil Nadu, India
Duration : June 2011 to November 2012

Job Profile:

- Accounting up to finalization. Account payable & receivable entries in Tally.erp9.
- Preparing each month bank reconciliation.
- Handling daily petty cash.
- Communicating with all bank representative regarding the vehicle loan, company loan, owners personnel loan etc.
- Preparing each month stock & inventory report.
- Entering all receipt vouchers & payment vouchers in Tally.erp9.
- Posting all JV'S like accrued exp, prepaid expenses.
- Handled day to day deposit and withdrawals.
- Sending remind notification every month for the due customers.

Academic Credentials

- **Master's in business administration** (specialized in finance & HR) from Coimbatore Institute of Management & Technology, Coimbatore, Tamil Nadu, India (2009-2011)
- **Bachelor of commerce with Computer Application** from **Bharathiar University**, Tamil Nadu, India. (2006-2009)

Declaration

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

SHAFEEK ALINGAL