

Shamsi CK

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Profile

To secure a challenging role in a reputable organization that allows me to utilize my skills and knowledge to contribute to the organization's growth and success.

Professional Experience

1. NAJMAT AL SHAMS ACCOUNTING & BOOK KEEPING-SHJ.BR

Designation : Account Executive

Duration : 7 Months (March 2023– October 2023)

- Accounts payable & receivable
- VAT , Registration ,Filling UAE Taxation and CT
- Gratuity Leave Salary Payroll
- Labour and Material Cost Calculation
- Import Export & RCM
- IFRS Ratio Analysis and Bank Reconciliation
- Document required for new tax Registration and de registration, amendment in FTA
- Petty cash management and Day to day transactions
- Participate in tax audits and assist in the resolution of tax disputes.
- MIS Reporting MIS Sales And Ration Review

2. Contracting Plus It Solution Pvt Ltd, India | Ireland Mahe

Designation : Senior Account Executive in Tax

Duration : April 2017 – May 2022

- **Taxation**
- Filling of Monthly Return VAT,CT (Indian & UK)
- Preparation and filing of P30 P32
- Receivables & Payables
- Daily Transactions and Payroll Processing
- Managed and monitored work of financial specialist and accountants.
- Monitored and Preparing financial accounting process and assisting with the monthly and quarterly closing.

3. A Raghavendra Rao & Associates, Chartered Accountant

Designation : Audit & Account Assistant

Duration : October 2014 – April 2017

- Preparing Books ,Quarterly And Annual Closing
- Calculation and Filling of TDS Return,
- Preparing Sales Tax Report, Tax Audit Report and Firms Tax Statements
- Preparing Financial Position of the firms
- Preparing and filing of Income Tax returns.
- Preparing audit report and sales tax report
- Coordinate Staffing, Planning of Projects and activities relating to Income Tax.

Technical Qualifications:

- Tally ERP and Tally Prime ,Zoho Books
- GST & TDS
- QuickBooks and Payroll
- Peachtree
- MS Office

Skills:

- Familiarity with IFRS AND GAAP
- Critical thinking Independence and Analytical skills
- Good Time Management and Leadership Skill
- Excellent in ccomputer knowledge. (*Microsoft Word, Excel, Power point*)
- Willingness to learn new concepts and ideas involving new technologies.

Activities & Awards:

- Volunteer of Focus Group at Contracting Plus
- Selected as “Contracting Plus Best Performer 2017,2019and 2021”

Academics:

Course	Board / University	Year of Study
Certified Management Accountant (CMA USA)	IMA	2023
Master in Business Administration [Finance]	Pondicherry University	January 2020
Bachelors of Commerce with Computer Application	Calicut University	July 2015

Personal Profile:

Date of Birth : 30th December 1993
 Nationality : Indian
 Passport No : V2236120 (Residential Visa of UAE)
 (Residential Visa of Oman)
 Contact Address : Al Tawoon , Sharjah
 Driving License : Oman License

(SHAMSI CK)