

Manzoor Shakeel

Address: Dubai, UAE
Email: sharyarshakeel953@gmail.com
D.O.B: 20th May, 2001
Cell No: +971-0563736087
Visit Visa: 2 Months till 16th April, 2024



CAREER OBJECTIVE

Highly motivated and detailed oriented Professional Accountant with over 1.5 years of experience in accounting and finance & 12 months experience of Audit , seeking a challenging and responsible position within a company offering an opportunity for professional growth and career advancement. Proficient in various accounting software and have excellent knowledge of financial analysis. Aiming to utilize my strong problem-solving skills and commitment to accuracy to assist with the company's financial operation and contributing to organizational success.

Qualification

ACCA FINALIST (ASSOCIATION OF CHARTERD CERTIFIED ACCOUNTANT)	2021-2023
B.C.O.M (BACHELOR IN COMMERCE)	2019-2020
INTERMEDIATE	2017-2018
MATRIC	2015-2016

Work Experience

- **Talat Mehbob & Co (13 June 2021 – 24 June 2022)**

I have work experience in preparation of financial statements , audit of financial statements , inventory audit . Investigating irregularities in financial records to determine whether any accounting inaccuracy has occurred. Maintains accounting controls by preparing and recommending policies and procedures.

- **Vertex Management Solutions (1 Aug 2022 – 25 Aug 2023)**

I have worked at various levels mainly been part of an accounting team providing accounting services to a different organization. Prepares asset, liability, and capital account entries by compiling and analyzing account information.

- **Berkshire Accountant ltd (12 Sep 2022 – 14 Feb 2024)**

I have six-month experience of UK based accounting firm where I did company year-end accounts , personal tax returns of company and individual.

Key Skills

Microsoft Office
Leadership
Communication
Quick Books

Taxcal
Xero
Zoho
Odoo