

SHAMS ALAM

Senior Accountant

+971566154197 @ Nawab3963@gmail.com www.linkedin.com/in/shams3963 DUBAI UAE



EXPERIENCE

Accountant

AI Razouki Int'l Exchange Co LLC Dubai

11/2023 Dubai, UAE

- Prepare and file federal, state, and local corporate tax returns.
- Maintain documentation for audits and regulatory requirements.
- Analyze financial data to identify tax-saving opportunities.
- Support internal and external audits related to taxes.
- Reconcile tax accounts and ensure accuracy of tax balances.
- Assist overall tax department on any administrative requirements or special projects.
- Gains proficiency in the tax technology software.

Accountant

Mohsin Saad Al Dossari Est.

08/2019 - 08/2023 Saudi Arabia

- Manage all accounting transactions
- Issue Invoice for SAUDI ARAMCO
- Handle petty cash
- Compute taxes and prepare tax returns
- Calculate salary as per our employees timesheet for salary payment
- Manage balance sheets and profit / loss statement
- Report on the company's financial health and liquidity
- Handle monthly, quarterly and annual closings
- Issue tickets, change, receipts or refunds

Accountant

Vision Group

02/2018 - 04/2019 Doha, Qatar

- Handle cash, credit, or check transactions with company
- Ensure timely bank payment
- Updating accounts receivable and issue invoices

Accountant Assistant

Fashion BigBazaar Mumbai

11/2015 - 02/2018 Mumbai, India

- Prepare, analyze, and maintain accurate financial records, including income statements
- Reviewing receipts to ensure that they were printed correctly
- Manage payroll function, including calculating employee salaries, benefits, and tax deductions

SUMMARY

Self-motivated and Experienced and detail-oriented Accountant with 8 years of progressive experience in financial reporting, budgeting, tax preparation, and auditing. Proven ability to manage full-cycle accounting processes, ensure compliance with regulatory standards, and implement cost-saving strategies. Skilled in using accounting software such as QuickBooks, SAP, and Excel to streamline operations and deliver accurate financial analysis.

SKILLS

CORPORATE TAX ERP TALLY

VAT REGISTRATION VAT PAYMENT

VAT PAYMENT INVOICE GENERATE

ZOHO BOOK POWER BI SQL

VAT INPUT/OUTPUT PREPRATION

PAYROLL GOOGLE SHEET

Microsoft Office Microsoft Suite

LANGUAGES

Arabic Proficient

English Advanced

Hindi / Urdu Native

EDUCATION

Bachelor of Commerce

Magadh University

05/2015 - 01/2018 Patna, India

Accounting & Finance

S-TEK IT Education

06/2017 - 09/2017 Mumbai, India

- Tally ERP 9
- Accounting & Finance