

SHAMSEER EK

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Nationality: Indian

Driving License: Qatar & India



PROFESSIONAL SUMMARY

Detail-oriented Accountant and Sales Executive with over 10 years of experience across retail, trading, and technical service industries in GCC and India. Skilled in accounting software, financial reporting, sales operations, and customer relationship management. Adaptable professional with strong analytical and communication skills.

KEY SKILLS

- Accounting & Bookkeeping
- Financial Reporting
- SAP Easy Access
- Tally
- QuickBooks
- Peachtree
- MS Excel, Word, PowerPoint
- Sales & Customer Service
- Inventory Management

PROFESSIONAL EXPERIENCE

Western International (GEEPAS), Bahrain | Accountant | 2012 – 2014

- Maintained financial records, ledgers, and accounts payable/receivable
- Prepared invoices, vouchers, and basic financial reports
- Assisted in audits and month-end closing activities

Awal Electricals & Plumbing, Kerala, India | Accountant | 2014 – 2017

- Handled day-to-day accounting operations and cash flow management
- Prepared GST-related documentation and reconciliations
- Managed supplier and customer accounts

Dr Puffs, Qatar | Sales Executive | 2018 – 2020

- Managed retail sales operations and customer interactions
- Achieved sales targets through effective product promotion
- Handled billing and daily sales reporting

Awal Supermarket, Kerala, India | Accountant | 2020 – 2024

- Managed full-cycle accounting and inventory control
- Prepared monthly financial statements and reconciliations
- Coordinated with management on budgeting and expense control

Umeema Creative Technical LLC, Dubai, UAE | Sales Executive | 2024 – 2025

- Developed and maintained client relationships
- Prepared quotations and followed up on leads
- Supported business development and sales reporting

EDUCATION

Bachelor of Business Management (BBM) – Mangalore University (Incomplete)

Higher Secondary – Kerala Board

Diploma in Fire & Safety – Ellora Institute, Kerala