

MUHAMMAD SHAHANAWAJ KABIR, ACCOUNTANT

Mobile: +971 501623709 Email: skmahin1@gmail.com Nationality: Bangladeshi
DOB: 03 May, 2026 Visa: Employment Location: Sharjah, UAE



Detail-oriented Accounts Professional with 2+ years of UAE experience across engineering, technical services, and construction sectors. Proficient in Tally ERP, UAE VAT and FTA compliance, and WPS payroll processing for 90+ employees, with hands-on strength in accounts payable and receivable, bank and petty cash reconciliation, and audit-ready financial reporting. Consistently delivers 95%+ accuracy across ledgers and documentation, while partnering closely with procurement, HR, and administrative teams to drive smooth financial operations and strong cash flow management.

PROFESSIONAL EXPERIENCE			
EMPLOYER	JOB ROLE	PLACE	DURATION
INTEGRATED SUBSEA ENGINEERING & SERVICES LLC	ACCOUNTANT	SHARJAH, UAE	APR 2026 TO PRESENT
INTEGRATED SUBSEA ENGINEERING & SERVICES LLC	JUNIOR ACCOUNTANT	SHARJAH, UAE	APR 2025 TO MAR 2026
TRUST HANDS TECHNICAL SERVICES LLC	ACCOUNTS CLERK (CONTRACTUAL)	DUBAI, UAE	AUG 2024 TO JAN 2025
SOLID BRICKS BUILDING CONSTRUCTION LLC	ACCOUNTS INTERN	SHARJAH, UAE	APR 2024 TO JUN 2024
M/S CHOWDHURY TRADERS	ASSISTANT ACCOUNTANT	DHAKA, BANGLADESH	APR 2022 TO FEB 2024

EXPERIENCE SUMMARY (4+ YEARS)

- > INTEGRATED SUBSEA ENGINEERING & SERVICES LLC (Sharjah, UAE)

Apr 2026 – Present

Accountant

Payroll & HR Reporting

VAT & Compliance

Accounting & Financial Reporting

Process end-to-end monthly payroll for 90+ employees and disburse salaries via WPS, ensuring full compliance with UAE labour regulations.

Generate payslips and manage attendance and leave records to support accurate payroll calculations and HR reporting.
- > INTEGRATED SUBSEA ENGINEERING & SERVICES LLC (Sharjah, UAE)

Apr 2025 – Mar 2026

Junior Accountant

Accounting & Reconciliation

Receivables & Vendor Coordination

Managed daily financial transactions and general ledger entries in Tally ERP for a company with 89+ employees.

Performed daily bank and petty cash reconciliations for transactions ranging AED 500–3,000, reducing reconciliation errors by 30% through a structured double-verification process.

Maintained audit-ready financial documentation with 95% accuracy across all filing systems for internal and external audits.

Processed 3–5 client invoices daily across 8 vendors, managing AR follow-ups and strengthening the collections cycle to improve cash flow.

Coordinated with procurement and admin teams on vendor invoice verification, expense tracking, and reporting.

- **TRUST HANDS TECHNICAL SERVICES LLC (Dubai, UAE)** **Aug 2024 – Jan 2025**
Accounts Clerk (Contractual)
- Accounting & Receivables
- Recorded daily financial transactions and maintained accurate general ledger entries for real-time financial visibility.
 - Prepared cash, bank, and journal vouchers supporting smooth day-to-day finance operations.
 - Performed monthly bank and petty cash reconciliations, reducing financial discrepancies through systematic error tracking.
 - Managed invoice preparation and accounts receivable follow-ups, reducing outstanding receivables.
- **SOLID BRICKS BUILDING CONSTRUCTION LLC (Sharjah, UAE)** **Apr 2024 – Jun 2024**
Accounts Intern
- Assisted with accounting data entry, invoice recording, financial documentation, and other general accounting activities.
- **M/S CHOWDHURY TRADERS (Dhaka, Bangladesh)** **Apr 2022 – Feb 2024**
Assistant Accountant
- Accounting & Receivables
- Recorded daily financial transactions and maintained accurate general ledger entries, ensuring real-time financial visibility for management.
 - Performed monthly bank and petty cash reconciliations, reducing financial discrepancies by 15% through systematic error tracking.
 - Managed invoice preparation and accounts receivable follow-ups, reducing outstanding receivables by 10%.

ACADEMIC AND PROFESSIONAL CREDENTIALS

- **Bachelor of Business Administration (BBA)** **2016 – 2020**
- American International University – Bangladesh
- Certifications
- Corporate Finance Essentials (IESE Business School)
 - UAE VAT Basic to Advance Training 2026 (Accountech Training & Solutions)
 - The Payroll Cycle (ADP)
 - Banking Solutions using TallyPrime (Tally Education)
 - Excel Fundamentals: Data Cleaning & Processing with Copilot (Microsoft)
 - SAP: Post Invoices, Track Payments (Coursera)
 - Incident Investigation (ISEAS)
- Technical Skills
- Tally ERP / TallyPrime, MS Excel & Copilot, WPS payroll, UAE VAT & FTA filing.

LANGUAGES

English – Professional Working	Bangla – Native	Hindi – Limited Working
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KEY SKILLS

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| <ul style="list-style-type: none"> Tally ERP UAE VAT & FTA Filing WPS Payroll AP / AR Bank & Petty Cash Reconciliation General Ledger | <ul style="list-style-type: none"> Month-End Closing Client Invoicing Cost & Expense Tracking Financial Reporting Data Entry MS Excel & Copilot |
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