Shemin

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| Description: SHEMIN E PKD.JPG |

Career Objective

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress**.**

**Competencies**

* Excellent energy for Maximum utilization of all resources
* Excellent energy-level, people & time management, resourcefulness, negotiation, teamwork and ethics.
* Able to adapt easily to people from various nationalities and work under pressure.
* Ability to work with individuals at all levels with in the organization.
* Excellent in MS Office and Project designing tools.
* Knowledge in Practical Accounting.

**Experience Summary**

Organization : Al Samar Elect Devices Tr Est llc

Location : Sharjah

Nature of Work : Computerized Accounting & Manual Accounting

Position : Accountant General

Period : From April 2015 – April 2017

Organization : Designs Textiles & Redimades

Location : Pandikkad

Nature of Work : Manual & Computerized Accounting

Position : Accountant

Period : From Jan 2014 – Jan 2015

#### Organization : M/s Accounts (Accounts Contractors) Location : Cochin – Kerala – India. Nature of Work : Manual & Computerized Accounting Position : Accountant Period : From Sep 2010 – Oct 2013

Reference : P.V. Paulose M/s Accounts, Ambadi lane, Cochin -35. India, Ph.0484-2384684

**Responsibilities**

* Control over all Accounting and Financial matters.
* Handling and maintaining Accounts up to Finalization
* Preparation of year ending Schedules and Accounts for Audit
* Reconciliation of: - Bank, H.O, Branches, Debtors, Creditors and Stock.
* All kinds of Bank Transactions.
* Maintaining Purchase & Sales including Stock Register
* Maintaining all kind of Data Entry Operations.

IT Proficiency

**Operating Systems:**

* Windows 8, Windows 7,Windows XP , Windows 2000 professional

**Others:**

* Microsoft office (2003, 2007 & 2010)
* Advanced knowledge of Accounting package **Tally 7.2**, **9 & ERP 9**
* Good Knowledge in PGDCA.
* Certified in Desk Top Publishing (DTP)

**Academic Chronicle**

* **B.Com** (University of Calicut)
* **PLUS TWO** (Board of Kerala**)**
* **SSLC** (Board of Kerala**)**

**Personal Details**

Nationality : Indian

Marital status : Married

Gender : Male

Languages Known : English, Hindi,Arabic and Malayalam.

Visa Status : Employment visa is cancelled.

**Declaration:** - I hereby declare that all the facts mentioned above are true to the best of my knowledge and can provide proof whenever required.