|  |  |
| --- | --- |
| **JABSAL**  **Mob: C/o 0504973598**  newwEmail : [Jabsal.206067@2freemail.com](mailto:Jabsal.206067@2freemail.com) | |
| **CAREER OBJECTIVE :** | To acquire a position in the field of Accounts or any related field in your esteemed organization with the opportunity for professional growth where advancement is based upon my knowledge, skill & contribution. Looking for challenging career where my knowledge and skill in accounting. |
| **PROFESSIONAL EXPERIENCE :** | **Two Years Experience in Alhind Tours & Travels. (No.1 IATA Travel agency in India) and one year experience in Buety Store at Calicut.**  I am working in Accounts department and my key responsibility areas include:-   * Supplier reconciliation & Client outstanding clearance, matching and follow-up * Handling Bank Reconciliation, Cash Receipts, Cash Payments * Handling BSP billing, Airline incentives, VMPD, Bsp stocks * Managing Invoice sec & giving accounting reports to management. * Finalization of Accounts and Other General Accounting activities * General Ledger Accounting transaction entries, Preparation of payroll and distribution of salary. * Providing necessary documents and assisting in auditing purpose. |
| **COMPUTER**  **SKILLS :** | * Operating systems – windows 98, 2000, XP, windows 7 * Application package – MS Office, Tally, Deceasy, Peachtree, QuickBooks |
| **EDUCATION QUALIFICATION :** | **ACADEMIC**   * B Com – Calicut University (2010) * Plus Two – National College Calicut (2007) * S.S.L.C - G.H.S.S Beypore,Calicut (2005)   **TECHNICAL**   * DIFA . Diploma in Indian & Foreign Accounting |
| **PERSONAL INFORMATION:** | * Name : JABSAL * Sex : Male * Date of Birth : 12/11/1988 * Nationality : indian * Marital Status : Single * Languages known : English,Malayalam,Hindi |

**SELF ACCOMPLISHMENT**

I hereby declare that all the above said information is true to the best of my knowledge and belief.

DUBAI JABSAL