

 **MUNEEB**

MUNEEB.224405@2freemail.com

**PROFESSIONAL OBJECTIVE**

Seeking a challenging position in a progressive organization offering a challenging job that commensurate with my qualification and experience whereby I can utilize my talents and skills acquired for enhancing career prospects and also to contribute a lot more for the betterment of the organization employed

**EXECUTIVE DIGEST**

* An astute professional with **1 year** 8 **monhs** experience in **Accounts** as **Accountant**
* Profound knowledge of the **Accounting processes and procedures**
* An effective communicator with decent supervisory skills and strong analytical abilities
* Equally comfortable in interacting with people across hierarchical levels

**PROFESSIONAL EXPERIENCE**

* **Rainforest Resort (Group of Avenue hotels Pvt. Ltd) - Athirappally**

**Job Profile: Accountant (Apr 2014 – Jan 2015)**

**Responsibilities:**

* Maintain Sales / Purchase Register
* Management of Account payables/ Receivables
* Bank Reconciliation
* Tax preparation
* Reporting to Finance Manager
* **Crayon Builders & Interiors Pvt. Ltd - Ernakulam**

**Job Profile: Assistant Accountant (May 2013 – Feb 2014)**

**Responsibilities:**

* Maintain Day Book
* Posting Journal entries
* Book Keeping
* Management of Account payables/ Receivables
* Finalisation of Accounts

**ACADEMIC QUALIFICATIONS**

* Pursuing MBA (Finance Management) - Bharathiyar University
* Bachelor of Commerce - Calicut University, Kerala (March 2014)
* Diploma in Indian and Foreign Accounting
* IAB (International Association of Book keepers) certification

**PROFESSIONAL APPLICATIONS KNOWLEDGE**

* Tally ERP9
* Peachtree
* Exel Accounting
* MS Office Tools

**CORE COMPETANCY**

* Good communication and interpersonal skills
* Efficient in self-correspondence
* Ability to handle pressure and to work with Goals
* Smart working and fast learner
* Hard working and Good team player
* Effective communication and time management

**PERSONAL MINUTIAE**

**Date of Birth : February 13, 1993**

**Languages Known :** English, Hindi, Arabic and Malayalam

**Visa Status :** Visit Visa (Valid until May 19, 2015)

**Nationality :** Indian

**References**  : Available upon request