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| **Curriculum Vitae**  C:\Users\MCTC1\Downloads\4675 sa.jpg  **JAMSHEER**  Deira , Dubai  E-mail:  [Jamsheer.248763@2freemail.com](mailto:Jamsheer.248763@2freemail.com) Personal Details: Date of Birth -20/11/1990  Gender -Male  Nationality -Indian  Marital status – Single  **Communication skills -**  English,Malayalam. Tamil**,** Arabic(Basic)  **Visa Status**:  Visit Visa Hobbies: Listening music, Playing football,  Browsing, | Career Objective  To obtain a challenging position offering growth, potential and responsibilities in an organization, to make effective use of my skills, grow professionally and be successful.  Professional Experience  **1. *Working for INDUS MOTORS, KERELA,INDIA***  TallyERP_9_Spalsh_Screen_300-3-4.jpg  Designation: **Accountant**  **DURATION: 2011 to 2014**  **Job Responsibilities:-**   * Maintaining Books of Accounts and Post them in to Tally Accounting Software. * Monthly management account preparation * To complete and maintain sales invoices and report. * Bank reconciliation, posting and balancing. * Daily Cash and Cheque receipt posting. * Prepare,examine,and analyze accounting records,financial statement and other financial reports to assess accuracy,completeness and conformance to reporting and procedural standards * Compute taxes owed and prepare tax returns,ensuring compliance with payments, reporting and other tax requirements * Analyze business operation, trends, costs, revenues, financial commitments and obligation to project future revenues and expenses or provide advice * Report to management regarding the finances of establishment * Establish tables of accounts and assign entries to proper * Develop, maintain, and analyze budgets, preparing periodic reports that compare budgets costs to actual costs.   Educational Qualifications:  **Graduation**  B.com( MG University,India).  Plus Two (Presidency College ,Pattambi) |
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Technical Qualifications:

**Diploma in Computerized Financial Accounting: Tally (DCFA)**

From:G Tech Computer Education.

**Diploma in computer Application (DCA)**

From:Merit Advanced Technology, Kerala, India.

COMPUTER SKILL SETS:

Operating System: Windows XP,Vista, Windows 7 and Windows 8

Word Processor : MS - Word

Spread Sheet : **Advanced Excel**

Presentation : Power Point

Strengths and Achievements:

* Self motivated and talented to put forward innovative ideas.
* Can quickly grasp and learn new technologies.
* Dedicated, innovative and self-motivated tea player.
* Patience, sincere, committed, hard working, optimistic.
* Ability Adapt Quickly to changes.

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.