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| **Curriculum Vitae**C:\Users\MCTC1\Downloads\4675 sa.jpg**JAMSHEER** Deira , DubaiE-mail:Jamsheer.248763@2freemail.com Personal Details:Date of Birth -20/11/1990Gender -MaleNationality -IndianMarital status – Single**Communication skills -**English,Malayalam. Tamil**,** Arabic(Basic)**Visa Status**: Visit VisaHobbies:Listening music, Playing football,Browsing,  | Career ObjectiveTo 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.jpgDesignation: **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.