**CURRICULUM-VITAE**

Shakeel

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**Position desired: accountant/ accounts assistant/accounts executive/office executive cum assistant**

**OBJECTIVE:**

* Seeking a responsible position in Accounting field, Computer Operating and office management with ERP environment in Growth oriented organization of repute
* To contribute and impart my experiences in supply / stock control management. Serve to the best of my ability.

**SKILLS:**

* A result oriented professional with over 5 years experience of Computerized Accounting in ERP environment.
* A proactive leader and planner with expertise in strategic planning, accounts/inventory management and market outstanding analysis, inflow-outflow report.
* Proficient with Computer Operations and typing known both Hindi and English.
* Ability to meet accounting deadlines.

**WORK SUMMARY:**

**(I) Accountant** Sep2010 – Dec 2015

**Sea Traders** M/s Sea Traders Super Distributer of Doctor Morepen LTD,

**RESPONSIBILITY:**

* Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
* Maintain & prepare Manual and Computerized all Books of Account
* Prepare Computerized. Employee wise Salary Detail.
* Maintain Computerized Product and Party wise record.
* Prepare Credit Note and Debit Note, Month end reports submit to management.
* Ensure accurate and timely monthly, quarterly and year end close
* Other documentary works assist and instructed by consultant finance and account.
* Monitor and support taxation issues.
* Computerized documentary works assist by Ms-word and Ms-Excel Software.

**(II) Office Executive cum Computer Operator** Jan 2004 – June 2008.

**Sea Sales Corporation** C&F Kit ply India LTD.

**RESPONSIBILITY:**

* Making drafting letter and tabular from data in Ms-word, Ms-excel.
* Computerized stock related entries in Ms Excel.
* Day to day routine work.
* Other documentary works assist by consultant finance and account.
* Check for the presence of viruses and upgrade and update the system to improve the working.
* Will have to organize and maintain disks and files and as a result should have good organization skill.
* May also be responsible to store items that are related to computers such as disks, files etc.

**ACADEMIC QUALIFICATIONS:**

* **Degree in Commerce** (B.Com, A/c Hons), 2009 D.D.E Patna University
* **Intermediate** (XIIth Std (I.Sc), 2001 B.I.E.C (Ram Mohan Roy Seminary (+2 Section) Patna).
* **Matriculation** (Xth Std.), 1999 B.S.E.B (P.N Anglo H/S Nayatola Patna).

**PROFESSIONAL QUALIFICATIONS:**

* **MBA** (**Finance**)2010 **National Institute of Management Maharashtra.**
* **DBA** (Diploma in Business Administration) 2008 **National Instititute of Management** **Maharashtra.**
* **Advance Diploma In Computer Application** (**ADCA**), **2004** **Icit Institute Patna**
  + Operating System Windows 98/7, Accounting Package (**Tally 4.5- ERP 9**) Ms-Office (**Ms-Word, Ms-Excel, Ms-Power Point**), Publication Package (Page- Maker, Corel Draw, Quark Express) and Internet.

**PERSONAL INFORMATION:**

Date of Birth : 19-12-1984

Marital Status : Single  
Sex : Male  
Religion : Islam

Languages : English, Hindi and Urdu