**Shahul**

**Shahul.274161@2freemail.com**

**OBJECTIVE:**

I believe in expanding my capacities to create results through new patterns of thinking. Thus I am seeking a challenging position that invokes me new thoughts and vision, which crafts me execute an efficient service to my concern.

**ACADEMIC PROFILE:**

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| --- | --- | --- | --- | --- |
| **Course Of Study** |  | **Institution** | **Academic** |  |
|  | **Year** |  |
|  |  |  |  |
| Bachelor Of Commerce |  | Govt. Arts & Science College, | 2005-2008 |  |
|  | Chidambaram. |  |
|  |  |  |  |
| Master of Business Administration | Annamalai University, | 2008-2010 |  |
| (Environmental Management) | Chidambaram. |  |
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|  |  |  |  |  |
| **SOFTWARE PROFICIENCY:** |  |  |  |  |
| **Software Package** | : PCP, MS-Office, Peachtree, Tally (version 9.0) |  |
| **Operating System** | : Windows |  |  |

**PROJECT DESCRIPTION:**

A study on Urban Households Environment in Chidambaram town.

**ADDITIONAL QUALIFICATION**

**PGDFM -** Post Graduate Diploma in Financial Management, Annamalai

University, Chidambaram.

**EXPERIENCES:**

* Two years as an **Accountant General** in Middle East Steel Industries Factory, **Abu Dhabi** from Sep 2012 to May 2015.
* Two years as a **Coordinator** in Dhanalakshmi Bank PVT. Ltd., in Chidambaram from October 2010 to June 2012.

**Roles and Responsibility as an Accountant**:

* Prepares balance sheet, and capital account entries by compiling and analyzing account information
* Substantiates financial transactions by auditing documents
* Maintains accounting controls by preparing and recommending policies and procedures
* Prepares both Cash & Credit Sales Invoice
* Prepares payments/receipts by verifying documentation, and requesting disbursements
* Preparing Cheques and maintaining its record to compile with bank statements.
* Developing and managing financial system/policies.
* Administering payrolls
* Controlling income and expenditure
* Controlling credit purchase and sales.
* Maintaining accurate, up-to-date, data when it needed for the management with full satisfactory.
* Maintain Bank Reconciliation Statement.
* Prepare petty cash Payment Voucher and effect payment from Petty cash fund for approved payment documents
* Secures financial information by completing data base backups.
* Maintains customer confidence and protects operations by keeping financial information confidential.

**Roles and Responsibility as a Coordinator**:

* Focus right people and offer the business opportunity of giving and make them to work
* In-house administration for smooth day-to-day operations.
* Creating reports for Branch meetings, Staff Evaluation, Marketing etc.
* As a Co-coordinator motivate my team members (3nos) to achieve the monthly targets.
* Ensuring best customer services provided by our Team members.

**PERSONAL DETAILS:**

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| **Date of Birth** | **:** | 12.05.1988 |
| **Nationality** | **:** | Indian |
| **Religion** | **:** | Muslim |
| **Marital Status** | **:** | Unmarried |
| **Languages Known** | **:** | Tamil, English, Hindi, and Urdu |