**Curriculum Vitea**

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**SAJEEB**

**SAJEEB.311167@2freemail.com**

**Career Objectives**

 Indeed to build a career with leading corporate of good environment with committed and dedicated people which will help me to explore myself fully and release my potential.

**Educational Qualification**

* S.S.L.C from Board of Public Examination, Kerala
* Plus Two from Board of Higher Secondary Examination, Kerala
* B.Com from Calicut University
* M.Com from Calicut University

**Professional Qualification**

* Diploma in Financial and Foreign Accounting (TALLY,PEACHTREE)
* MS Office
* Photoshop

**Professional Experience**

**Mens & Herzone Readymade and Textiles ,Ponnani ,Kerala ,India (From 01-02- 2013 to till date**.

**Responsibilities;**

* Data Entry and Records management.
* Accounting with Tally ERP 9 and Acro business information system.
* Involvement in day-to-day accounting operations.
* Maintained schedules of accounts receivables and payables.
* Calculate and distribute wages and salaries.
* Maintained Daybook, Sales, Purchase, sales returns and posted ledgers.
* Prepare all vouchers and manage bank statements.

**Professional Skills**

* Qualities Good Leadership
* Capable of Managing Tasks and Hard Working
* Ability to take initiative.
* Self motivated.
* Efficient problem solving

**Languages Known**

* English
* Hindi
* Malayalam

**Personal details**

 Date of Birth : 12/01/1993

 Religion : Islam

 Sex : Male

 Marital Status : Single

 Nationality : Indian

**Declaration**

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