**Curriculum Vitae**

**SALEEM**

[**SALEEM.331228@2freemail.com**](mailto:SALEEM.331228@2freemail.com)

**OBJECTIVES**

To work for an organization which will help in value addition and serve as a spring board to move ahead in my career by providing me interesting career opportunities and harness the best of my caliber.

**WORK EXPERIENCE**

**CARREFOUR HYPER MARKET (MAJID AL FUTTAIM RETAIL)**

Presently working experience as a **Accounting Cashier** at **Carrefour (MAJID AL FUTTAIM GROUP)Deira city center,Dubai**

Position : **Cashier clerk (**followupclerk**)**

Period : From march 2014

Jobdiscription :

* To greet the customers entering into organaisation.
* To handling all the cash transaction of an organaisation.
* To recieve payment by cash,forign currency,credit card,beam payment and other vouchers etc.
* To checking daily cash accounts.
* To guiding and solving queries of customers.
* To providing training and assistance to new joined cashier.
* To daily report of transaction.
* To make inventory of store in accounting periods.

**AVENUE Tiles & Bath Studio, Kerala,kasaragod ,india**

Position : Assistant Accountant

Period : Since may 2012 to 15 November 2013

Job Description :

* Maintenance of accounts.
* Working with Tally Sales, Purchase, Payment and received, JV.
* Preparation of Bank Reconciliation Statement & Internal Reconciliation.
* Journal entries and Ledger maintenance.
* Invoicing,
* Verification of quotations, Purchase orders etc..
* Handling Petty Cash, Cash & Bank Receipt, Payments, Purchase journel Entries .
* Preparation of Daily & Monthly Sales /Revenue report.
* Day to day update of Transaction, Deposit & Withdrawals with Banks, Issuing of Cheque, Money Transfer.
* Interacting with Clients and Term members in respect of clarifying their doubts.
* Preparation of Debtor’s outstanding statement & Involving in the process of collection If required

**EDUCATIONAL QUALIFICATION**

* Graduation in BBM at Mangalore University (2009-12).
* Plus Two in Kerala state board examination
* SSLC in Kerala state board examination

**Technical Qualification**

* DCFA (diploma in computerized financial accounting)

SOFTWARE LIKE: TALLY ERP, WINGS. PEATCH TREE, QUICK BOOK,MS EXCEL.

**SKILLS AND STRENGTHS**

* Good qualitative aptitude along with excellent grasping power and eagerness to learn.
* Proficiency in communication skill
* Self motivation and a passion to succeed.
* Able to remain calm and relaxed under pressure
* Enjoy working with figures
* Highly focused on providing customers with a good experience

**AREAS OF EXPERTISE**

Finance,Branch sales, cashiering, customer facing, computer literacy, doing

Repetitious work accuratel.

**PROJECT WORK**

* Customer Satisfaction Project in KVR Cars ( Dealers in Maruti Suzuki) ,Kasaragod ,

**LANGUAGES KN0WN**

English, Hindi, Malayalam, Urdu & Kannada

**PERSONAL DETAILS**

Date of birth : 19th May 1991

Gender : Male

Marital status : Single

Nationality : Indian

Religion : Muslim

Reference: available on request.

*I hereby declare that all the statement made me in this c.v is true complete and correct to the best of my knowledge*

2 years and 7 months cashiering experience

1 year and 6 month accounting experience

total 4 years experience in finance