**SHAKKIR**

**Email:** **SHAKKIR.337525@2freemail.com**

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| **Career Objective** |

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements while being resourceful, innovative, and flexible in all aspects.

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| **Professional Experience** |

**Audit Assistant, July 2013 to July 2016, Tharien & Iype Chartered Accountants, Kochi, India**

* Finalizations, Intercompany reconciliation of various divisions, Bank reconciliation, maintenance of bank accounts, monitoring and reviewing deposits/doing withdrawals and other bank related transactions.
* Preparing schedules for month end closing entries.
* Preparation of balance sheet and profit loss accounts up to finalization.
* Adjustment and correction entries for the finalization of financial statement.
* Verification and vouching of documents of the companies.
* Preparation of Cash Flow statements and Budgeted P&L.
* Preparation of year ending schedules.
* Dealing with the preparation and submission of VAT returns on a monthly basis.
* Company Audits and Statutory Bank Audits.

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| **Academic Qualification** |

* **CA – IPCC Second Group – November 2016 (Awaiting Result)**

ICAI- (Institute of Chartered Accountants of India).

* **CA – IPCC First Group – November 2014**

ICAI- (Institute of Chartered Accountants of India).

* **Master of Commerce- May 2016**

 Annamalai University – Tamilnadu,India.

* **Bachelor of Commerce – May 2013**

University of Kannur – Kerala, India.

* **AISSSE (XII) – 2010**

Central Board of Secondary Education – New Delhi, India.

* **AISSE (X) – 2008**

Central Board of Secondary Education – New Delhi, India.

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| **Skill Set** |

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Ability to meet deadlines and handle responsibilities.
* Highly trustworthy, discreet and ethical.
* Ability to work in different areas in according to company Procedures & Policies.
* Excellent Written and Verbal communication skill.
* Keeping healthy relationship with Vendors & Clients.
* Resourceful in the completion of projects, effective at multi-tasking.

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| **Additional skills** |

* Sound knowledge of Tally ERP
* Sound knowledge of Microsoft office, Excel, Power point, Outlook express and MS Office.
* Expert in Financial Management

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| **Personal Profile** |

Date of birth : 23rd June 1991

Gender : Male

Marital status : Single

Languages proficiency : English, Hindi & Malayalam

Nationality : Indian

Visa Status : Visit Visa