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| **MASAHIR**  **Email**:  **[MASAHIR.338076@2freemail.com](mailto:MASAHIR.338076@2freemail.com)**  Nationality :Indian  DOB:20-05-1990  Marital Statues: Single  Visa statues : Work Visa  Location : Dubai, UAE  ACADEMIC PROFILE  **M.Com. (**Madurai Kamaraj  University**)**  **B.Com. (**Calicut University**)**  **Plus Two (**Board of Kerala**)**  **SSLC (**Board of Kerala**)** |



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| **Objective** |

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

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| **Work Synopsis** |

**Accounts assistant at Jaleel holdings  from 04-04-2015 to at present**

* Bank and credit card Reconciliation
* BRS report preparation
* TR, LC, & BC interest calculation and settlement
* Bank charge settlement
* Preparing bank position report
* Preparation and verification of cashbooks
* Preparation of funds report
* Cheque posting
* Cheque coordination
* Customer reconciliation
* Managing the petty cash accounts & verification of vouchers

**Accountant at M/S Accounts (Accounts Contractors) from 02-10-2011 to 18-12-2014**

* Control over all Accounting and Financial matters.
* Handling and maintaining Accounts up to Finalization
* Maintaining Purchase & Sales including Stock Register
* Maintaining Payroll
* Preparation of year ending Schedules and Accounts for Audit.
* Handling and maintaining Accounts upto Finalization

**Career Exposure**

**Jaleel Holdings** – Assistant Accountant

**M/S Accounts** – Accountant

**Keedathel Agencies –** Accountant cum Admin

**Academic profile**

**Master of Commerce (M.Com) 2012-2014**

Madurai Kamaraj University

**Bachelor of Commerce (B com) 2008 – 2011**

University of Calicut

**Plus Two 2005 - 2007**

Higher Secondary Board Kerala.

**Matriculation 2005**

**SSLC**

GHSS Veliyankode

**Languages Proficient**

* English (to read, write& speak)
* Hindi (to read & write)
* Arabic (to read & write)
* Malayalam (mother tongue )

**Computer knowledge**

* SAP
* E-Promis
* Tally – ERP 9 & 7.2
* R-Excel
* MS Office.
* Advance Excel

**Declaration**

I do here by declare that the above given facts are true and correct to the best of my knowledge and belief. References will be furnished upon the requests