**CARRIER OBJECTIVE**

Through my qualities, inherent skills & work-experience I would like to enhance the status of the organization along with polishing my crude skills and abilities

* Accounts Management
* Auditing
* Communication
* Time Management

**SHAMIM & SAJU CHARTERED**

**ACCOUNTANTS**

**Join as: Sr. Audit Assistant.**

**Duration: October 2014 – November 2016.**

**Job Description:**

* Maintain Client’s Accounts.
* Preparation of Financial Statements.
* Assistance to Statutory Audit.
* Analysis, interpretation and Drafting of

Financials.

* management and Communicate with

clients.

***Interests:***

Travelling, listening to Music, Sports & Many hobbies and interests,

Surfing, Making Friends. Depend upon the circumstances.

***Preferences*:**

Location: Willing to Relocate, if an excellent opportunity is provided

**WORK EXPERIENCE IN INDIA**

STRENGTH AND ABILITIES

* Excellent oral and written communication skills.
* Skilled in use of internet, software applications including, Excel,

PowerPoint, Word, Tally.

* I can work with a very wide range of people.
* Producing ideas is my natural asset.
* Interested in finding practical solutions to problems.
* Completed **Master Of Business Administration** (MBA-FINANCE) from Anna University with **76%** in the period from 2012-2013
* Passed Bachelor Degree **B-com** (Computer Application)from Mahatma

GandhiUniversity with **63%**in the period from 2008-2010

* Passed **Plus two** from **The Board of Higher Secondary Examinations Kerala** with **72%** in the period from 2005-2007
* Passed Matriculation from The **Board Of Public Examination Kerala** with**62%**in 2005
* English
* Malayalam
* Hindi

DECLARATION

I hereby declare that the above statements are true to the best of my knowledge and concerned document in respect of curriculum vitae will be produced as when required.

EDUCATION

LANGUAGES KNOWN