**SUHAIL**

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**Objectives**

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

**Work Experience**

 working as an Accounts Assistant in M/S Stepping Stone Accounting Consultancy ( SSAC ) calicut, Kerala. India.(11-1-2016 to 20-1-2017)

M/S SSAC is an audit Firm having Head Office at Thrissur. Kerala, India and Branch Office at Kozhikode, -Kerala,India. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations.

**Experience as an Accounts Assistant in M/S Stepping Stone Accounting Consultancy ( SSAC ).**

* Practice in both manual and computerized accounting.
* Accounting activities up to finalization of accounts.
* Preparation of Credit Note,Debit Note,Stock,Post Dated Cheque ( PDC ) etc.
* Maintenance of various accounting registers for Purchases and Sales.
* Computerization of accounts using Tally 9.
* Preparation of Income & Expenditure Statements for different types of business.
* Preparation of bank reconciliation statements.
* Working experience in Trading and Manufacturing Company accounts.

**Educational Qualifications**

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| **Sl.No** | **Course** | **Name of Institution** | **Board/University** | **Percentage Of Marks** | **Year Of passing** |
| 1 | BBA | Baithul Izza arts and science collegeNarikkuni | Calicut university | 65 | 2015 |
| 2 | Plus TwoCommerce | CHSS Madavoor | Board of Higher secondary Examination,Kerala | 63 | 2012 |
| 3 | SSLC | CHSS Madavoor | Board of Public Examination,Kerala | 67 | 2010 |

**Computer Knowledge**

* PG Diploma in Business Accounting & Management ( PGDBAM ) from IPA Kerala ( 2015 ).
* Knowledge in SAP - Business One : Certificate Holder ( 2015 ).
* Specialized in MS Office- Microsoft Excel Certificate Holder ( 2015 ).
* Specialized in Tally ERP 9.0,Peachtree Accounting Software.
* Knowledge in Computer Fundamentals, Windows XP, Windows 7,Linux.

**Language Competency**

* English --- Speak , Write , Read.
* Malayalam ---Speak , Write , Read.
* Hindi ---Speak , Write , Read.
* Arabic --- Write, Read

**Abilities and Area of Strength**

* Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
* Experience in office management with comprehensive problem solving abilities.

**Personal Details**

* Nationality : Indian
* Date Of Birth : 06/06/1994
* Marital Status : Single
* Date Of Issue : 25/05/2015
* Date Of Expiry : 24/05/2025

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 **Declaration**

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