**CURRICULUM VITAE**

**SANEESH**

C/o-Mob : +971503718643

E-mail: saneesh.342959@2freemail.com

|  |
| --- |
| **CAREER OBJECTIVE** |

To pursue a career with companies having a global vision that encourages creativity & offers an opportunity to learn & develop both in professional & personal life, wish to use & enhance my technical knowledge & ability to work in groups.

|  |
| --- |
| **PERSONAL SKILLS** |

* Positive thinking and perfect planning with hard work.
* Communication skills.
* Quick learner and dedicated with an ability to grasp new ideas and concepts
* Work well individually as well in team, hard working.

|  |
| --- |
| **EDUCATIONAL QUALIFICATIONS** |

|  |  |
| --- | --- |
| **Name Of Examination** | **Board / University** |
| **B.Com (Co-operation)** | Completed With one arrear (Calicut University) |
| **PLUS TWO** | Board of Higher Secondary Examination Kerala |
| **SSLC** | Board of Public Examination Kerala |

|  |
| --- |
| **TECHNICAL SKILLS** |

* Tally
* Dubai Custom Online Documentation (Mirsal II )
* Graphic Designer (PageMaker , Corel Draw , Photo Shop)
* Typing (English)
* MS Office
* Internet

|  |
| --- |
| **DUTIES AND RESPONSIBILITIES**  |

* **Online Documentation (Mersal II ) (Import & Export ) (Sea and Air )**
* **Petty Cash (Manual Leger and Tally)**
* **Bank (Manual Leger and Tally)**
* **Maintaining Consignee Ledger (Manual Leger and Tally)**
* **Weekly providing Outstanding Ledgers to Consignees**
* **Credit Card Payment Ledger (Manual Leger and Excel )**
* **Preparation of Invoices**
* **Maintaining Of Stock (Ready Made Garments ) (Manual Leger and Tally )**
* **WPS salary**
* **Utility Payments**
* **Preparing Trail Balance, Balance Sheet, Profit And Loss Account**
* **Updating status to customers of Shipment arrival**
* **Planning off Delivery Order Collection**
* **Making Of Cheque For Delivery Order Collection**
* **Maintaining Each Shipments Expenses Separately (Manual leger and Excel)**
* **Planning of Delivery Pickup and Smooth delivery**
* **Maintaining Validity Dates Of Shipments (DO,DPA) (Manual Leger and Excel )**
* **Maintaining Transportation Details (Manual Leger and Excel )**
* **Maintaining Drivers Separate Trip Ledger (Manual Leger and Excel )**
* **Monitoring Drivers**
* **FIRS Pepper Making**
* **Dubai Custom Code Registration**
* **Dubai Custom code renewal**
* **Arranging Inspection and Smooth Releasing Of Shipment**

|  |
| --- |
| **PERSONAL INFORMATION** |

Date of Birth : 11/11/1991

Sex : Male

Marital Status : Single

Religion : Hindu

Nationality : Indian

|  |
| --- |
| **LANGUAGES KNOWN** |

* Speak English, Hindi, Malayalam, Tamil
* Read English, Malayalam, Hindi
* Write Malayalam,English,Hindi

|  |
| --- |
| **PASSPORT DETAILS** |

Date of Issue : 11/12/2012

Date of Expiry : 10/12/2022

|  |
| --- |
| **LICENCE DETAILS (INDIAN)** |

License type : M/C With GR And Light Motor Vehicle

Date of Issue : 03/01/2012

Date of Expiry : 02/01/2032

|  |
| --- |
| **EXPERIENCE** |

* Working as **ACCOUNTANT** cum**DUBAI CUSTOM DOCUMENTATION CLERK (MIRSAL II )**in **SMOOTH WAY CARGO LLC** since **28/09/2014** at **DUBAI,UAE**
* Working as **ACCOUNTANT** in **KINGS CLUB TRADING LLC** since **28/09/2014** at **DUBAI,UAE**
* Workedas **ACCOUNTANT** in **PRIVATE COMPANY**at Tirur(INDIA ) above 1.5 year
* I have worked as a Computer Hardwareabove 1 Year

|  |
| --- |
| **DECLARATION** |

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

 **Saneesh**