|  |  |
| --- | --- |
| 10665861_716980245044975_489188786710863651_n (1).jpg | **SHOUHEED**  Email: [shoufeed.343395@2freemail.com](mailto:shoufeed.343395@2freemail.com)  C/o-Phone: +971505891826 |

CAREER ASPIRATION:

As a graduate in Commerce and Accounting, I am ambitious of building a career in Accounting and Finance Management and aiming to attain positions in dynamically growing business organisations those offer professional growth and where I can apply my skills and knowledge essential for managing key areas of an organisation as a career beginner.

POSITIONS SOUGHT:

I would seek any of the following job positions, but not limited to, as a beginning in the gradual development of my career:

* **Accountant, Accounting Assistant.**
* **Financial analysis and information management related jobs.**
* **Records Management and Document Control jobs.**
* **Administrative and Clerical positions.**

ACADEMIC QUALIFICATIONS:

**BBA. – Bachelor of Business Administration - 2015**

Khidmath College - Calicut University, Malappuram, Kerala, India

**Senior Secondary School Examination (Kerala Syllabus - Kerala) - 2011**

Commerce and computer application – Schooling at Kerala

**Secondary School Examination (Kerala Syllabus - Kerala) – 2009**

Schooling at Kerala

PROFESSIONAL TRAININGS:

**Diploma in Computerised Professional Accounting – Jawaharlal Nehru Education & Charitable Foundation, Malappuram**

Six months work oriented business accounting program that provides hand-on training in:

* Manual book keeping and accounting using ledger books.
* Computerised accounting using Tally and Peachtree applications.
* Financial analysis and reporting using Microsoft Excel and other Office applications

TECHNICAL SKILLS:

Accounting applications:

* Tally and Peachtree – Setup accounts, data entry, accounts analysis, and prepare balance statements and reporting

Office automation applications:

* Microsoft Office software – MS Excel, MS Word, MS PowerPoint, MS Outlook, etc.

Touch-typing:

* English touch-typing at a pace of 30 characters / min.

Languages:

* English, Hindi, Malayalam

WORK EXPERIENCE:

**Now currently working as sales attendant in ADNOC dist. Abudhabi , UAE**

(Employment number : 22138 )

**Responsibilities handled:**

* Filling fuel
* Costumer satisfaction
* Cash handling and dealings

PERSONAL DETAILS

Date of birth: 23-04-1994

Nationality: Indian

Marital status: Single