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# CURRICULUM VITAE

**SHAKIR**

[**SHAKIR.343680@2freemail.com**](mailto:SHAKIR.343680@2freemail.com)

ABU DHABI, U.A.E

**Objective**

**Looking to join a progressive organization that offers opportunities for advancement and helps me to gain more experience, using my analytical skills and commitment to perform quality work.**

**Educational Qualifications**

* **Graduation in Commerce Subject from Bharathiar University**
* **Secondary and Higher Secondary School Leaving Certificates.**

**Professional Experience**

**CURRENT EMPLOYER**

**1. ORGANISATION : WHOLESALE FOOD GRAINS**

**DESIGNATION : ASSISTANT ACCOUNTANT**

**PERIOD : Feb 2016 to Jan 2017**

### Roles and Responsibilities

* Preparing monthly financial statement
* Preparing monthly stock reconciliation statement
* Reconciling supplier outstanding & confirm their balances
* Ledger posting related to receipts, payments and journal vouchers
* Maintaining Purchase and Sales including stock register
* Preparing Sales Tax Return
* Maintaining books of accounts up to finalization
* Handling Petty cash.

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**Technical Qualifications**

* **Well Expert in Tally**
* **Proficient in windows up to 8**
* **Well familiar with MS Office.**
* **Diploma in Computerized Accounting**
* **Good typing speed in English.**

**Strength**

* **Good communication skills**
* **Positive attitude and straight forward.**
* **Holds ethical and moral values.**

**Key skills**

* **Finalization of Accounts**
* **Preparation of Balance sheet & Trial Balance**
* **Bank Reconciliation Statement**
* **Stock Reconciliation**
* **Debtors Ageing**
* **Tax Calculation**

**Languages Known**

**English, Hindi & Malayalam**

**Personal Details**

* **Date Of Birth : 04th Dec 1993**
* **Sex : Male**
* **Marital Status : Single**
* **Visa Status : Visit**

**I hereby declare that the above given information are true to the best of my knowledge.**