**CURRICULAM VITAE**

**MUFEED**

[**MUFEED.349164@2freemail.com**](mailto:MUFEED.349164@2freemail.com)

**CAREER OBJECTIVE**

A fresh and beginner competent accounting personal with ability to analyses all accounting problems and to work in a stimulating environment that would hope my accounting skills and provide me ample opportunities and exposure to progress in all spheres and thereby contribute to the growth of the organization I work for.

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Examintion** | **Institution** | **Subject** | **Year of Passing** |
| PLUS TWO | Higher Secondary Education Board, Kerala | Commerce | 2012 |
| B COM | Kannur University | Corporation | 2015 |
| ADVANCED DIPLOMA IN COMPUTERISED ACCOUNTING | College Of Commerce Kannur |  | 2014 – 2015 |

**COMPUTER QUALIFICATION**

* Tally
* MS Office (Ms Word and Ms Excel)

**WORK EXPERIENCE**

* 1 year Experience in Audit Trainee at Varma&Varma Chartered Accountants Kannur.
* Purchase, Sales & all Expenses vouching
* Reconciliation of Bank Statement
* Preparing Profit & loss account ( P&L )
* Preparing Balance sheet

**POSITIVE SKILL**

* Good Decision Maker
* Eager to learn new technology and apply the existing technology.
* Good Team Facilitator, Versatile and quick learner.
* Can work under stressed condition
* Positive attitude
* Good communication skill
* Good Listener.

**HOBBIES**

* Reading Books
* Travelling
* Swimming
* Listening music

**PERSONAL PROFILE**

Name : **MUFEED**

Date of Birth : 28/02/1995

Sex : Male

Nationality : Indian

Marital Status : Single

Languages known : Malayalam and English

**DECLARATION**

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