**CURRICULUM VITAE**

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**SAFEERALI**

**SAFEERALI.352376@2freemail.com**

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| **OBJECTIVE**  |

 To pursue a career in a well established organization utilizing my experience, qualification and skills to the benefit and excellence of the organization, with a desire to grow within the organization and be a good team player for the achievement of the organizational goals and objectives.

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| **PROFILE** |

* High level of computer and internet literacy. Excellent in finding any information quickly.
* Exceptionally well organized, quick learner, keen attention to detail.
* Strong ability to remain objective and rational in tense or difficult situations.
* Open minded, coachable and willing to learn.

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| **EMPLOYMENT EXPERIENCE** |

**1,** Role: **Junior** **Accountant**

 Company: **Geemas Wedding Centre, Vallapuzha**

 **Kerala, India**

 Duration: From DEC 08, 2014 to FEB 27, 2017 (26 Months)

 Software: Tally ERP9, MS Excel 2007

**Responsibilities**

* Preparation of Sales and purchase statements and submit to the senior department.
* Bank Reconciliation Statement.
* Preparation of day to day journal entries.
* Documentation of vouchers and invoices.
* Entry of Debit note and Credit note.
* Submitting Tax report to Senior Accountant.
* Posting adjustment entries.
* Preparations of Invoices like Sales, Sales Order, Purchase, Purchase Order etc.

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| **TECHNICAL KNOWLEDGE** |

* **Tally ERP 9**
* **Microsoft Excel 2007**
* **Peachtree**
* **Manual Accounting**

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| **EDUCATIONAL QUALIFICATION** |

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| **Course** | **School/ University** | **Completed year** |
| M.Com Finance | University of Kerala Distance Education- Part time | 2016 |
| B.Com with Computer Application | University of Calicut | 2014 |
| Plus Two(Commerce) | HSE Board of Kerala | 2011 |
| SSLC | Board of Public Examination Kerala | 2009 |

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| **LANGUAGES KNOWN** |

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| **Language** | **Read** | **Write** | **Speak** |
| English | Yes | Yes | Yes |
| Arabic | Yes | Yes | No |
| Malayalam | Yes | Yes | Yes |
| Hindi | Yes | Yes | No |

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| **DECLARATION** |

***I hereby declare that the information furnished above is true to the best of my knowledge and belief.***