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| **[Shamseer.353713@2freemail.com](mailto:Shamseer.353713@2freemail.com)** | | | |
| **OBJECTIVE** | | Seeking a responsible and challenging employment opportunity in a growth oriented progressive institution where my skills significantly contribute to the overall success of the organization & provide opportunity for my career growth. | |
| **PERSONAL**  **ABILITIES**  **AND SKILLS**  **PROFESSIONAL EXPERIENCE** | | * Excellent ability to establish good relationship with people. * Innovative and able to develop new ideas with Strategic thinking and planning. * Convincing skills with a logical mind. * Time management and project management skills, work as team or group leader. * Optimistic, hardworking, self-confident and able to work in multi-cultural environment and encouragement personality. * Adaptability to change, Reliable and responsible. * Knowledge in Tally Accounting * Knowledge in Acro-Bis software   **Accountant (January 2016 - January 2017)**  Electro Solutions, Nesma Arcade, Bypass Road,  Perinthalmanna, Kerala, India  **Roles and Responsibilities**   * Accounts Payable and Receivables. * Prepare monthly financial reports * Ensuring that information is accurately collected and entered into systems. * Handling payroll of 20 employees. * Assisting in carrying out company’s internal Audit. * Training the junior accounting clerks. * Invoice management and customer handling. * Prepare and submit inventory control reports to supervisor. * Preparation and Input of month end journal Vouchers. * Provide direction and assistance to colleagues as need.   **Accountant (January 2013 – December 2015 )**  Electro Business Group,H.M.K Complex, Ootty Road,  Perinthalmanna, Kerala, India  **Roles and Responsibilities**   * Preparing final reports * Financial control * Payroll management * Invoice management and customer handling * Preparation of bank reconciliation * Debtors and Creditors reconciliation. | |
| **ACADEMIC QUALIFICATION** | |
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| MASTER OF BUSSINESS ADMINISTRATION (MBA – FINANCE ) Completing – BHARATHIYAR UNIVERSITY, 2016 | |
| BACHELORE OF COMMERCE – CALICUT UNIVERSITY, 2012 | |
| HIGHER SECONDARY – KERALA STATE BOARD, 2009 | |
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| **TECHNICAL SKILLS** | | Tally ERP 9 and Acro-BIS | |
| Certificate on Diploma in Management Accounting. | |
| Computer skills: MS Office, Internet. | |
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| **PERSONAL INFORMATION** | | Contact Address  Gender  Marital Status  Visa Status  Nationality  Language skill | : Dubai , UAE  : Male  : Single  : Visit Visa  : Indian  : English - Speaking, reading and writing  Malayalam - Native language |
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|  | I hereby confirm the genuineness of the information provided with this resume as best to my knowledge. I will be glad to assist you for further query you may have relates to this information.  Sincerely,  SHAMSEER. | | |