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| **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.
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| **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 StatusNationality 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. |