**CURRICULUM VITAE**

# [**JAZEEL.357094@2freemail.com**](mailto:JAZEEL.357094@2freemail.com)

**JAZEEL**

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| **summary** |  | An Accountant with six months of experience, well versed in Accounting packages and theories. I gained valuable expertise in a range of accounting and financial management functions including Accounts receivable and payable billing. |
| **Skills & Abilities** |  | * Well knowledge in accounting theories and practices. * A capable, result-oriented professional with ability to work independently, as well as, as a team member. * Communicating effectively by speaking with others using clear professional and understandable language. * Quick learning ability. * Highly motivated and self-confident with an ability to learn and adopt new technology. * Able to work under tremendous pressure and meet deadlines with ease and efficiency. |
| **Experience** |  | ACCOUNTS TRAINEE, EDARIKKODE TEXTILES(A unit of Kerala Textile Corporation Ltd) Aug 2016-Jan 2017   * Maintaining a frame work of internal controls to ensure that accounting records are complete and accurate. * Prepare Weekly and Monthly financial report and submit to management. * Process journal entries and perform accounting corrections to ensure accurate records  INTERNSHIP TRAINEE, EDARIKKODE TEXTILES May 2015-July 2015   * A report on the Organization Study at Kerala State Textile Corporation Ltd, Edarikkode branch Kerala, India on August 2015 as part of the MBA program curriculum. * A study on the financial performance of the Edarikkode Textiles. |
| **Education** |  | MBA (Finance), BHARATHIAR university, India  * B.COM, (COMMERCE), MADRAS UNIVERSITY, INDIA  INFORMATION TECHNOLOGY TRAINING COURSE  * PLUS TWO (COMMERCE), HSE KERALA * SSLC KERALA STATE BOARD |
| **Communication** |  | English  Malayalam  Hindi  Arabic |
| **TECHNICAL PROFICIENCY** |  | Operating Systems : Windows 7, 8.1  Accounting Packages : Tally ERP.9  MS Office |
| **PERSONAL DETAILS** |  | * Date of Birth : 11.11.1992 * Nationality : Indian * Marital status : Single * Gender : Male * Visa status : Visit * Expiry date : 30.05.2017 |