**CURRICULUM VITAE**

# **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.
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| **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 TEXTILESMay 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.
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| **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
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| **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
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