**CURRICULUM VITAE**

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**OBJECTIVES:**

* TO SERVE AND GROW WITH PRIDE IN A REPUTED ORGANISATION WHICH OFFERS CAREER GROWTH AND CHALLENGING WORK ENVIRONMENT.
* TO PURSUE A CAREER IN THE FIELD OF ACCOUNT, FINANCE BY JUSTIFYING MY PLACEMENT AND POSITION THERIN.
* SEEKING AN APPORTUNITY CONTRIBUTE IN A CHALLENGING POSITION THAT COULD MAKE USE OF MY KNOWLEDGE, SKILL AND VALUES ACQUIRED THROUGH EXTENSIVE EDUCATION AND EXPERIENCE.

**EXECUTIVE PROFILE:**

* FOCUSED AND HARDWORKING SELF MOTIVATED AND TEAM ORIENTED, EFFECTIVE TEAM PLAYER WITH GOOD COMMUNICATION AND INTER-PERSONAL SKILLS.
* TARGET AND ACHIEVEMENT ORIENTED WITH AN ABILITY TO TAKE UP CHALLENGES AND PERFORM IN CHANGING WORK ENVIRONS.
* CAPACITY TO CONCENTRATE IN ANY ACTIVITY AND WORK FOR LONG HOURS.
* INTERESTED IN CHALLENGING POSITION OF WORK AND MAKE SIGNIFICANT CONTRIBUTIONS TO THE DEVELOPMENT OF THE ORGANIZATION.

**WORK EXPERIENCE:**

* 6 YEARS EXPERIENCE IN SALES AT CALIFORNIA SPORTS IN ABU DHABI, UAE

**PRESENT STATUS:**

* ALSO HANDLED TREASURY BALNCE OF ( CASH AND BANK BALANCE ) AND RESPONSIBLE FOR PAYMENT TO CONTRACTORS AND SUPPLIERS.
* NEGOTIATION WITH BANK FOR FUNDS.
* MANAGE THE OVERALL BUSINESS AND ADMINISTRATION ASPECTS OF OPERATION OF THE FIRM.

**JOB RESPONSIBILITIES:**

* MAINTAINING DETAILED ANALYSIS OF CASH BOOK HAND CASH DEALING
* PREPARING BALANCE SHEET, PROFIT AND LOSS ACCOUNT, TRAIL BALANCE, RECEIPT AND PAYMENTS ACCOUNT, INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET, SALES
* SUBMITTING ALL ACCOUNTING REPORTS AND OTHER REPORTS TO EXECUTIVE MEMBER.

**EDUCATIONAL QUALIFICATION**:

PLUS TWO BOARD OF HIGHER SECONDARY EDUCATION – 2010 SUBJECT: BUSINESS STUDIES WITH FUNCTIONAL MANAGEMENT, ACCOUNTANCY WITH AFS/COSTING ECONOMICS & STATISTICS. SSLC ( BOARD OF PUBLIC EXAMINATION, KERALA-2007

**COMPUTER KNOWLEDGE:**

WINDOWS 2000, XPMS OFFICE, FOCUS INTERNET APPLICATIONS

**LANGUAGES KNOW:**

ARABIC, ENGLISH, HINDI, MALAYALAM

**DECLARATION:**

I HERE BY DECLARE THAT THE DETAILS FURNISHED ABOVE ARE TRUE AND CORRECT TO THE MY CONSIENCE AND KNOWLEDGE.

**PLACE**: KASARAGOD

**DATE:** 23-03-2017