**CURRICULUM-VITAE**

**Name: SHAKEEB**

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**Objective**

Seeking a position as an Accountant where my experience and accounting skills will be further developed and utilized.

**Key Skills**

* Good analytical and problem solving skills.
* Sound knowledge of handling accounting system.
* Ability to sort, check, count and verify numbers.
* Strong ability to use an automated accounting system.
* Good organizational skills.

**Professional Experience**

1. Working with **Shoaib Leathers** as **Accounts Executive** since 4th January 2015 to till date.

2. Worked in a Leather Factory as a **Computer Operator** since August 2013 to December 2014.

**Job responsibilities:-**

* Using automated accounting systems for data input and to obtain reports.
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* Maintaining the status of funds.
* Performing account analysis and account research.
* Processing accounting transactions.
* Responsible for expenditure and collection transactions.
* Handling customer inquiries, researched problems and developed solutions.
* Training the junior accounting clerks.
* Researching problems and processed corrected payments.
* Maintaining records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Maintaining track record of company’s expenses.
* Assisting in carrying out company’s internal audit.
* Carrying out various banking functions like online banking etc.

**Education**

* B. Sc. from B.N.D. PG College in 2014 from CSJM University.
* 12th from U.P. Board in 2011.
* 10th From U.P. Board in 2008

**Hobbies**

* Playing Cricket
* Listening to Music

**Personal Details**

**Date of Birth :**  **11th September,1994  
Languages Known : Hindi & English**

**Nationality : Indian**

**Religion : Muslim**

**Declaration:**

* ***I hereby declare that all the information furnished above is true to the best of my knowledge.***

**Place: Kanpur (**