

 **Curriculum**

 **Vitae**

**SAINUL** **SAINUL.363941@2freemail.com**

**Objective:** Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof**.**

**SYNOPSIS**

* Quick understanding and grasping of situations and ability to work under pressure
* Fertile and imaginative mind with excellent communications capabilities
* A sense of integrity and commitment to work hard in a result oriented, meaningful manner
* Excellent written, communication and problem solving skills
* willingness to learn more and quick learning skill
* Self-motivated and Strives for excellence

**EDUCATIONAL PROFICIENCY**

* **Bachelor of Commerce**, Calicut University, Kerala, INDIA
* **Higher Secondary Education**, Kerala, INDIA
* **Secondary School Leaving Certificate** –Kerala, INDIA

**PROFESIONAL QUALIFICATIONS**

* **Advanced Diploma in Computerized Financial Accounting(ADCFA)**

**PROFESSIONAL SUMMARY**

* Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register etc.
* Preparation of various Accounting Reports like Income & Expenditure, Bank Reconciliation Statement etc.
* Preparation and filling of Vat return, Income tax return, Service tax return, TDS return
* Business Management, Personality Development, Public Relation

**STRENGHT**

* Ability to analyse financial data using MS Excel
* Working knowledge in computerized Accounting package Tally ERP 9& Peachtree
* Very good communication and interpersonal skills
* Ability to think through problem
* Proactive and Professional attitude
* Having Leadership qualities

**EXPEREINCE**

* **One year working Experience in Textiles billing and accounting Sector, Tirur, Malappuram, Kerala**
* **Accountant Clark in Al Bustan Land Dewatering Company Ajman, UAE (Currently working)**

**EXPERIENCE AS AN ACCOUNTS**

* Practice in both manual and computerized accounting.
* Accounting activities up to finalization of accounts.
* Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
* Maintenance of various accounting registers for Purchases and Sales.
* Computerization of accounts use
* Tally ERP 9.
* Preparation of Income & Expenditure Statements.
* Preparation of bank reconciliation statements.
* Preparation of cash book both petty cash book and bank columns cash book

**COMPUTER LITERACY**

* **Advanced Tally ERP 9.0**
* **Advanced QuickBooks**
* **Advanced Peachtree**
* **Ms- Office**
* **Well-Versed with Internet & E-Mail**
* **Data Entry Skill In (Arabic, English (35to40))**

**LANGUAGES KNOWN**

* To Speak : English, Hindi, Malayalam
* To Read and Write : English, Hindi, Malayalam

**PERSONAL DETAILS**

 Nationality : INDIA

 Date of Birth : 15-07-1993

 Sex : Male

 Religion : Islam

 Marital Status : Single

 Blood Group : AB+

**DECLARATION**

I hereby declare that the above said information are correct and true to the best of my knowledge.