** CURRICULLUM VITEA**

**SHAFEEQ**

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**Career Objective**

To be associated in an organization that will provide a career advancement and personal growth wherein my education and experience will have a valuable application.

**Professional experience**

* **Designation** **:** **Accountant**
* **Clients : IMPEXRAK BCC** at RAK(march 2015-march2016)

**Malabar Trading** at Changaramkulam, (2014 Oct)

**IAAM Institute** at Edappal (2013/14)

**Responsibilities**

* Prepare and send invoices to debtors
* Settlement of weekly/Monthly payment to suppliers
* Bank reconciliation and handling petty cash
* Receive and record invoices and arrange payments
* Prepare regular reports and summaries of accounting activities
* Prepare financial statements and debtors’ listings
* Provide required information to the internal / external auditors during audit
* Verify recorded transactions and report irregularities to Senior Accountant
* Manage the outstanding sales balances falling due and contact customers before the balances become overdue to confirm payments
* Use email, letters and telephone to contact debtors and ensure payment of outstanding invoices
* Keep a record of all communication with the customer, this is important when there are payment problems and the account becomes legal, these records are needed for court proceedings
* Resolve all problems for clients, copy invoices, proof of delivery, credit notes, and liaise internally to progress any problems that are being handled in any other department
* Reporting to management on outstanding issues and informs them early of potential debtors’ problems
* Full control to supplier payments
* Keep a record of all communication with supplier, this will be helpful for future if there is any problem
* Keep good relation with suppliers

**Academic Qualification**

* Master of Business Administration(MBA) from Bharathiar University
* Bachelor of Commerce (B Com) From MG University
* Plus Two Commerce from CBSE
* Secondary School education From CBSE

**Languages known**

* English, Malayalam, Hindi- (Read, write & speak)
* Arabic (Read & write)

**Computer Knowledge**

* Application Packages: Tally ERP 9, MS office 2010, Peachtree, Excel
* Operating Systems : Windows, Linux

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**Personal skills**

* Hands on **1 Year and 3 Months** experience as **Accountant** in UAE**.**
* Hands on **1 Year and 7 Months** experience as **Accountant** in INDIA.
* Participated in various **Management and Leadership Development programs** in various management institutes.
* I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems.
* I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines.
* Even under significant pressure, I possess a strong ability to perform effectively.
* Good **problem solving** and **analytical skills**

**Other attributes**

* Enjoy good physical health
* Enjoy meeting people.
* Able to get along with both superiors and colleagues
* outgoing personality

**Declaration**

I hereby declare that all the statements furnished above are true and correct up according to my knowledge and belief.