***RESUME***



***SHAJAKHAN*** [***SHAJAKHAN.367519@2freemail.com***](mailto:SHAJAKHAN.367519@2freemail.com)

 ***Profile:***

Master Graduation in Accounts, over **17 Years of Total Experience in Accounting** including **8** **years in U.A.E**, 6 Years in Brunei Darussalam and 2 Years in Saudi Arabia. Preparation of Profitloss accounts, Trial balance and Balance sheet up to finalization, Highly developed research and analytical capabilities, Exceptional and interpersonal skills.

 ***Objective:***

Seeking a challenging Senior Level position in Financial Accounts with an organization that has vision and potentials for development, growth and expansion and at the same time maintain a high standard of performance and business ethics.

 ***Overview:***

A result oriented self-starter, skilled learner and effective communicator, problem solver, with ability to focus on solutions, proactive and challenging.

 ***Academic Credentials:***

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| **May 1994 –December** | **1996** | **Master of Commerce** |
|  |  | Annamalai University, Chidambaram, India |
| **May 1990 – April 1993** |  | **Bachelor of Commerce** |
|  |  | Bharathidasan University, Trichy, India |

 ***Technical Qualification:***

|  |  |  |
| --- | --- | --- |
| **June 1993 – Nov 1994** | Post Graduate Diploma in Computer Applications |  |
|  | (Major in Computer Applications) |  |
|  ***School Studies:*** | Bharathidasan University, Trichy, India |  |
|  |  |
| **March 1990** | **Higher Secondary Course Certificate (+2)** |  |
|  | (Board Of Higher Secondary Examination, Tamil Nadu) |  |
|  | V.S. Boys Higher Secondary School, Tiruvarur, Tamil Nadu. |  |

**March 1988** **Secondary School Leaving Certificate (10th Standard)**

(Board Of Secondary Examination, Tamil Nadu)

V.S. Boys Higher Secondary School, Tiruvarur, Tamil Nadu.

 ***Other Skills:***

Fully competent with Windows, MS-Word, MS-Excel, Power point, Email and Internet Well versed in Accounting Software: Peachtree, Tally and Biztrak, ERP Systems

Ability to learn new and advanced Accounting Software.

 ***Key Skills:***

Interpersonal Skills: Hard working, efficient, proficient

Deal effectively with conflicts

Adapts to changes

Reliable and responsible work ethic

Able to learn new task faster

Staff Development Skill On the job training and coaching.

Effective leadership counseling and motivating. Lead throw example.

* + ***Professional Highlights:***
* **December 2015 – January 2017 JAMS HR SOLUTIONS., Dubai Free Zone, Dubai, U.A.E**

**Designation: Senior Accounts Supervisor.**

***Major Responsibilities***

Preparation of Profit and Loss Account, Trial Balance and Balance Sheet up to finalization. Verifying the entire ledgers with Cash and Bank Books.

Preparations of Monthly reports, BRS, Statements Internal Auditing for Daily Receipts and Payments Coordinating with Auditors & Taxation Works.

Budgeting, Forecasting and Cost Controlling

 **January 2010 – October 2015: Wywy Group of Companies in Brunei Darussalam.**

**Designation: Senior Accounts Executive.**

***Major Responsibilities:***

Preparation of Profit and Loss Account, Trial Balance and Balance Sheet up to finalization. Verifying the entire ledgers with Cash and Bank Books.

Preparations of Monthly reports, BRS, Statements Internal Auditing for Daily Receipts and Payments Coordinating with Auditors & Taxation Works.

Budgeting, Forecasting and Cost Controlling

* **January 2008- September 2009: Alwin Golden City Ltd, Chennai, India. Designation: Chief Accountant.**

***Major Responsibilities:***

Preparation of Profit and Loss Account, Trial Balance and Balance Sheet up to finalization. Maintaining All the ledger with Cash and Bank Books.

Preparations of Monthly reports, BRS, Statements Internal Audit for Daily Receipts and Payments

* **July- 2002 – January 2008: Hamed Al Kaff Trading Est., Abu Dhabi., UAE Designation: Accountant (July2002-Sep2005)**

**Chief Accounts Executive (March2006-Jan2008)**

***Major Responsibilities:***

Preparation of Profit and Loss Account, Trial Balance and Balance Sheet up to finalization. Preparation of Import Bill Raising, Exporter bills receivables.

Preparations of Monthly Sales report, Documentation of Air and Sea Exports and Imports. Handling of Cashbook, Bankbook and Preparing (BRS).

Internal Audit for Daily Receipts and Payments.

Submission of complete Accounts records to Auditors & Coordinating.

* **January-2001 – June- 2002: Al Qadi Tranding Est., Abu Dhabi., UAE Designation: Accountant**

***Major Responsibilities:***

Preparation of Income and Expenditure Account, Trial Balance and Balance Sheet up to finalization.

Preparations of Monthly Sales report.

Handling of Cashbook, Bankbook and Preparing (BRS). Internal Audit for Daily Receipts and Payments.

Inventory Control.

* **Feb 1998 – Apr 2000: Saleh Al Mansoor Trading Est. Dammam, KSA. Designation: Accountant**

***Major Responsibilities:***

Preparation of Income and Expenditure Account, Trial Balance and Balance Sheet up to finalization.

Preparations of Monthly Sales report, A/Receivables & Payables Report. Handling of Cashbook, Bankbook and Prepared (BRS).

Inventory Control