**SHAMEER**

**SHAMEER.368881@2freemail.com**

**ACCA(PURSUING),B.COM**

**PROFILE SUMMARY**

* Seeking a suitable position in Accounts & Finance with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization.

**PROFESSIONAL EXPERIENCE**



|  |  |  |
| --- | --- | --- |
| **COMPANY NAME** | **DESGINATION** | **EXPERIENCE** |
| **NAVARATHNA** | **ACCOUNTANT** | **JANUARY2015-DECEMBER2016(2 YEARS)** |

**JOB DESCRIPTION**

* **Company Profile: A leading manufacturing jewel makers.**
* **Nature of work : Manual and computerized Accounting.**
* **Loction: Edappal,kerala,India.**

**ACTIVITIES UNDERTAKEN**



**Preparation &**

**Maintenance of Allied**

**Functions**

* **Maintenance of Day Book and ledgers**
* **Maintain Cash and accurately record cash transactions.**
* **Payroll preparation and Accounting**
* **Preparation of Purchase and Sales registers.**
* **Monitoring Payables and Receivables and produce monthly statement of accounts.**
* **Reconciliation of banks, creditors, debtors and intercompany accounts.**



**ACADEMIC PROFILE**

|  |  |  |
| --- | --- | --- |
| **ASSOCIATION OF** | **COMPLETED 8 OUT OF 14 PAPERS.** |  |
| **CHARTERED CERTIFIED** |  |  |
| **ACCOUNTS(ACCA)** |  |  |
| **BACHELOR OF** | **ANNAMALAI UNVERSITY, TAMILNADU** | **2015** |
| **COMMERCE(FINANCE)** |  |  |
| **CLASS +2** | **MES ENGLISH MEDIUM SCHOOL, PATTAMBI,INDIA** | **2009** |
|  |  |  |
| **CLASS 10** | **MES ENGLISH MEDIUM SCHOOL,PATTAMBI,INDIA** | **2007** |
|  |  |  |

**DIFA (DIPLOMA IN FOREIGN ACCOUNTING)**

* **TALLY9,PEACHTREE,WINGS,DACESEY.**
* **MICROSOFT APPLICATIONS (MS WORD,MS POWERPOINT,MS EXCEL)**
* **INTERNET BROWSING.**



**STRENGTH**

* **Hard working and good team player.**
* **Good interpersonal and communication skill.**
* **Coordination.**
* **Flexible to attempt in any circumstances.**



**AWARDS AND ACHIEVEMENTS**

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| --- | --- |
| **Academic and** |  **Topper in Business Studies (Secondary School Level)** |
| **extra curricular** |  |
|  |  **Topper in Accountancy (Secondary School Level)** |
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