

**[SHARAFALI.372350@2freemail.com](mailto:SHARAFALI.372350@2freemail.com) Sharafali**

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| Career Objective |
| Dedicated, multifaceted professional with 3 years of experience in Accounts and Finance environments that demands strong organizational, technical and interpersonal skills. Looking forward for an opportunity to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible. My aim is to brighten my future as well as the firm that recognizes my sincere hard work and approves it. |
| Work Experience  **Worked as an Accountant with M/s. ACCOUNTS SOLUTIONS – (April 2014 – June 2017) (An accounts contracting firm)**   * Control over all Accounting and financial matters * Handling and maintaining Accounts up to finalization. * Preparation of year ending schedule and accounts statements for Audit. * Correspondence. Reconciliation of: -Bank, HO, Branches, Branches, Debtors, creditors and stock * All kind of Bank Transactions. * Handling Staff files and preparation of Pay Roll. * Office Administration & correspondence. |

# Education

2011-2014 Bachelor of Commerce

Calicut University

2010-2011 Plus 2

Kerala State Higher Secondary Examination Board

# Skills

Tally 7 ERP 9 Microsoft Office

Analytical & Numeracy Skill

Problem Solving & Interpersonal Skill

# Linguistic Proficiency

English : Read, Write, Speak

Hindi :Read, Write, Speak

Arabic :Read, Write

# Personnel Details

Date of Birth : 23-Jan-1991 Sex : Male

Nationality : Indian

Marital Status : Single

Visa Status : Visit