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| **C:\Users\Land\Desktop\SHAFEEQUE PALOTH\SHAFEQQUE PHOTO.jpg****E-mail:** Shafeeque.374747@2freemail.com **Date of Birth:**09-03-1988**Nationality:**Indian**Marital Status:**Married**LanguagesKnown** : English, Hindi & Malayalam, Arabic **Hobbies :**Playing cricket, surfing internet, reading magazines and journals, reading newspaper.**Visa status** :Employment Visa.  | **SHAFEEQUE****Career Objective**A Graduate in B.Com (finance and Co-Operation) with 7 years of experience in Accounting, Administration, Financial analyzing, convincing the customers and generating leads. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience and in making a positive difference to the organization.**Professional Summary / Areas of Expertise*** Excellent interpersonal skills quickly developing report.
* Participated in various cultural activities and in management fests.
* Member of Event organizing committee in the College.

**Academic Qualifications*** **Bachelor of Commerce**

 Kannur University, Kerala, India -2009**Higher Secondary (Science) -** (KERALA) – 2006 From B.A.R.H.S.S Bovikanam **S.S.L.C** (KERALA) – 2004 From B.A.R.H.S.S Bovikanam**Professional Experience**Employer : **Master Automotive Service**  **Center**Designation : Accountant. Duration : From 01-05-2016 onwards.**Responsibilities** * Apply Basic accounting knowledge & techniques to all areas of work, including the production of journals, routine costing & variance analysis
* Dealing with finance transactions of company, credits & collection management on Out-standings.
* Preparation of year ending schedules & accounts for Audit.
* Maintaining Purchase & sales including stock register.
* Coordinating with sales & purchase for effectiveness of business.
* Preparing Salary, Finalizing of financial account like, Balance Sheet, P&L, MPR, MCR
* Submission Of Insurance Invoices to Insurance Company Like, Adnic, Aldhafra, Adamjee, Methacq , Orient …
* Bank Reconciliation
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Employer :  **Maruti Suzuki Popular Vehicles And Services Pvt.Ltd**

Designation :  **Accounts In-charge**

Duration :  **From 1st September 2012 to 20th Februalry2016**

**Responsibilities**

* Apply Basic accounting knowledge & techniques to all areas of work, including the production of journals, routine costing & variance analysis
* Dealing with finance transactions of company, credits & collection management on Out-standings.
* Specialized in Submitting Sales Tax & Returns, Service Tax, TDS, ESI
* Preparation of year ending schedules & accounts for Audit.
* Maintaining Purchase & sales including stock register.
* Coordinating with sales & purchase for effectiveness of business.
* Preparing Salary, Finalizing of financial account like, Balance Sheet, P&L, MPR, MCR
* Bank (daily) and Inter branch reconciliation on Monthly basis.
* Send collection report to HO weekly basis
* Preparation of AOP

Employer :  **Lanmark Shops India Pvt Ltd. Kasaragod Branch**

Designation :  **Accountant**

Duration : **From18TH April 2011 to 31ST AUG 2012**

**Responsibilities**

* Apply Basic accounting knowledge & techniques to all areas of work, including the production of journals, routine costing & variance analysis
* Dealing with finance transactions of company, credits & collection management on Out-standings.
* Specialized in Submitting Sales Tax & Returns, TDS
* Preparation of year ending schedules & accounts for Audit.
* Maintaining Purchase & sales including stock register.
* Coordinating with sales & purchase for effectiveness of business.
* Preparing Salary, Finalizing of financial account like, Balance Sheet, P&L

 **Responsibilities**

Employer : **Viswas Consultancy( Chartered Accountant Firm)**

Designation :  **Accountant/ Audit Assistant**

Duration : **From 1ST September 2009 to 14TH April 2011**

* Apply Basic accounting knowledge & techniques to all areas of work, including the production of journals, routine costing & variance analysis of various companies
* Specialized in Submitting Sales Tax & Returns, Service Tax, TDS, ESI various companies
* Preparation of year ending schedules & accounts for Audit
* Preparing Salary
* Finalizing of financial account like, Balance Sheet, P&L
* Auditing of Bank like SBT, KARNATAKA BANK, CANARA BANK, FEDERAL BANK, SYNDICATE BANK…

**Technical Proficiency**

* Financial Accounting & Tax, Business Management (Accounting Software’s: TallyERP 9, Tradeasy, DMS, WINGS).
* **Microsoft Office:** MS Excel, MS Word, MS Power point,
* **Operating Systems:** XP, Windows 7

**Training and Certification**

* Financial Accounting with Tally from Edit Computer Center (C-DAC GIST PACE programme (Date of issue of certificate 09-10-2009 Awarded grade A)
* Office Secretary /PRO training from Accountant Service Society (6 Month course (Date of issue of certificate 21-06-2010. Awarded grade A)
* Certifcate Examination in Life Insurance from Insurance Institute of India (Date of issue of certificate 12-06-2010. License No:7586004185)(Two year work experience as Financial Advisor (Part time) from ICICI Prudential Life Insurance and six month Experience as Financial Executive from HDFC BANK (Part time)

**Award and Recognition**

* Most Dedicated Employee Award (2016-2017)From MASTER AUTOMOTIVE SERVICE CENTER

**Skills**

* Innovative with Positive Attitude.
* Effective Inter-personal skills and Good in building & maintaining relationships.
* Problem solving ability.
* Strong counseling & convincing techniques.
* Leadership Quality & team work.
* Adaptable to new environment and people.
* Flexibility to work on shifts/overtime/stand-by/on-call/holidays when required.
* Self motivated, hard working and smart working.
* Excellent oral and written communication skill.

**Declaration:**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and will furnish other details on request.

**Date :**

**Place :Abu Dhabi**  **(sHAFEEQUE)**