|  |  |
| --- | --- |
| **C:\Users\Land\Desktop\SHAFEEQUE PALOTH\SHAFEQQUE PHOTO.jpg**  **E-mail:**  [Shafeeque.374747@2freemail.com](mailto: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 |

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)**