

**SAHEER**

**Sharjah**

**UAE**

**Career Profile**

**A resourceful and self motivated Graduated, with a good academic record and seeking to fully utilize my management skill with a successful organization**

**UAE**

**C/o 971504973598**

**CAREER OBJECTIVE**



A job which is challenging and demanding where my experience and Qualification can be applied in a progressive organization on long term basis.



**PROFESSIONAL WORK EXPERIENCE**

**TAX LINKS AUDIT &ACCOUNTS IRIJALAKUDA, INDIA**

**Accountant**



Prepare Daybook, Ledger, Trail Balance, Profit And Loss Account And Balance Sheet Maintain Data And Account Both Electronically And Manual



Online Payment Of Kerala Value Added Tax Maintain Office File And Documents



Prepare purchase and sales ledger of 30 retail shops Calculating tax amount those shops



Transfer of funds between shops and commercial sales tax office



Colleting purchase and sales bills



Maintain 30 shops tax documents



Manual prepare of daybook and ledger of 30 retail shop intermediate between retail shops and commercial sales tax office Payment of sales tax in monthly, quarterly and yearly basis Registration of new companies in commercial tax office Manage Paper work of new companies and shops. GST registration.



**EDUCATION**



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| --- | --- | --- | --- |
|  | **Saheer.376539@2freemail.com** | **MBA (finance& HR) (2014-2016)** |  |
|  | **Mahatma Gandhi University, India** |  |
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**PASSPORT DETAILS**

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| --- | --- |
| **Date of Issue** | **:21-09-2016** |
| **Date of Expiry** | **:20-09-2026** |
| **VISA STATUS** | **: VISIT VISA** |
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**LANGUAGES KNOWN**

* English
* Malayalam

Key Module : Management Concept and Business Ethic, Managerial Economics, Financial

Accounting, Marketing Management, Corporate Accounting, Cost Accounting,

Entrepreneurship Development, Quantitative Techniques for Business , Business Research

Methods, Accounting for Management, Auditing, Banking Production Trading Service Co-

Operative, Basics of Business and Insurance, Computerized Accounting with Tally, Office

Automatic Tools.



college: MES Asmabi college(2011-2014)

Kerala, India



Higher Secondary School : Vidya Jothi Mathilakam (2009-2011)

Kerala, India



**ACADEMIC PROJECTS**

A study on financial performance of forest industries (Travancore) ltd.



An organizational study report on forest industries (Travancore) ltd.



Customer satisfaction on gearless two wheeler with reference to kaipamangalam panjayath



**TECHNICAL SKILL**



Tally ERP 9.0



Peachtree Accounting



Outlook



Quick Books



Networking



**SOFTWARE SKILLS**



MS Office and other basic computer software



Visual Basic



SQL



**PERSONAL SKILLS**

**Professionalism**

* Strong personal initiative and willingness to accept responsibilities
* Comprehensive grasping power
* Can handle any type of people at any situation
* Can relocate to any part of the country
* Excellent communication skills in English language
* Confident at group speaking and group discussion

**Time management**

* Able to finish my work on given time and very much punctual



**PERSONAL DETAILS**

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| --- | --- | --- |
| Date of Birth | : | 18-November-1993 |
| Birth Place | : | Urakam |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Physical Status | : | Normal |

**DECLARATION**

I confirm that the information provided by me is true to the best of my knowledge and belief. Reference and necessary documentation can be produced as per the requirement.

Yours Sincerely

**SAHEER**