**CURRICULAM VITAE**

**Sabeer**

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United Arab Emirates

**PERSONAL SUMMARY**

**MBA** **in graduate with Finance and Marketing specialization** seeking for Suitable position with ability to improve efficiency and increase office performance. An organized and efficient individual with a high level of written and verbal communication skills, aiming to build up a professional career in **Accounting and Finance section** with reputed organizations using my potential talents in financial, banking cost & management accounting to its optimum for the benefits of the company and be innovative & result oriented for all the tasks assigned.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- |
| **Course** | **Board/University** | **Year** |
| **MBA** | Bangalore University | 2016 |
| **B.Com** | Calicut University | 2013 |
| **Plus Two** | Board of Higher Secondary Examination | 2010 |
| **S.S.L.C.** | Board of Public Examinations, Govt. of Kerala. | 2007 |

**ACCOUNTING COURSE**

* SAP Fl Enduser.
* Matters of Income Tax, VAT, CST, Payroll System and other Auditing procedures, Bank Reconciliation and Stock Journal.

**KEY STRENGTHS AND COMPETENCIES**

* Excellent in understanding and analyzing the business.
* Ability to work as a team member and as well as individually.
* Proficient in MS excel and Manual accounting.
* Proficient in data entry programs and procedures.
* Able to handling independently all accounting functions.
* Good written and verbal communication skills.
* Great attention to detail and quality.
* Able to learn and adapt new emerging technologies in working area.
* Energetic, Confident, Optimistic.
* Truthful and God-fearing.
* Well knowledge in VAT and TAX.

**PROFESSIONAL EXPERIENCE**

* **Designation : Accountant**
* **Organization : Kappur grama panchayat, India**
* **Duration : 1 year(2013 to 2014)**

**Job Responsibilities**

* Preparation of complete records of Accounts using MGNREGS software.
* Handling the procedure work of cash book and check book.
* Preparation of Profit & Loss Account and Income statements.
* Preparation of Accounts Payable statement through EFMS system.
* Demanding and allocating the works to farmers, Generating Daily reports, weekly reports and yearly reports in the base of wards.
* Entering of Receipts Vouchers, Payment Vouchers and Journal Vouchers.
* Managing Bank Reconciliation and Company bank transaction.
* Different Data Entry in MS Excel.
* **Designation : Accountant**
* **Organization : Alpha networkz technologies, India**
* **Duration : 1 year (2016 to 2017)**

**Job Responsibilities**

* Preparation of General Ledgers, General Vouchers, Profit & Loss Account and Income statements.
* Preparation of Accounts Receivables and Accounts Payable statements.
* Managing Bank Reconciliation and Company bank transaction.
* Different Data Entry in MS Excel.

**INTERNSHIP**

**Project conducted on the basis of a case study**

**Title**: Acquisition of network 18 Media and Investment Ltd by Reliance Industries Ltd.

**ACADEMIC PROJECT**

* A Study on Customer Satisfaction of Vaidyamadham Vaidyasala and Nursing Home Thrithala.

**TECHNICAL SKILL SETS**

* SAP Fl Enduser.
* Advanced knowledge of MS Word, Excel, PowerPoint and Outlook.
* Proficiency in Windows Operating Systems like Win XP, Vista and Win 7.

**Personal details**

Birth date : 20/05/1992

Sex : male

Martial Status : single

Religion : Islam

Language known : English, Hindi, Malayalam and Tamil

**Passport details**

Issue date : 31/03/2016

Expire date : 30/03/2026

Visa status : Visit Visa

Expire date :18/04/2018

**DECLARATION**

I hereby declare that the above written details are true to the best of my knowledge and belief.

Date :

Place :United Arab Emirates Sabeer