CURRICULAM VITAE

PROFESSION: ACCOUNTANT

**DATA ENTRY OPERATOR**

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SHAMMAS

Mobile: C/o 0504973598

Kerala, India

[Shammas.379292@2freemail.com](mailto:Shammas.379292@2freemail.com)

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*PROFILE :*

*Seeking a long term opportunity in Accounting Field where I can utilize my education and interpersonal skills for the growth of the organization and myself. I am competent, loyal and hardworking person with the ability to achieve tasks when working alone or as part of team.*

*PERSONAL ATTRIBUTES :*

* *Dedication to work and request for excellence*
* *Innovative and improvising approach to situation*
* *Self motivated person who is diligent and ambitious.*
* *Adoptable and willing to learn and take on new challenges.*
* *Confident of handling the assigned responsibilities and meeting the challenges.*
* *Highly professional, confident, organized and possess a pleasing personality and have the ability to interact well with the people.*

*RECENT EXPERIENCE :*

* *MAKS Builders and Developers : [July 2017 to Jan 2018]*

*Accountant : An Accountant is responsible for supporting the finance department an Management team by completing routine clerical and accounting tasks . Preparing Budgets, Maintaining reports and completing basic bookkeeping and accounting duties for the company. Duties:*

* *Managing payrolls*
* *Preparing daily cash book*
* *Managing company ledger*
* *Preparing profit &loss account and balance sheet*
* *Preparing bank debtors and creditors reconciliation*
* *Resolving errors in financial reports and correcting them.*
* *Preparing financial documents such as invoices, bills and accounts payable and*

*Receivables.*

*(Reference available on Request)*

* *Deep Sea Food Company,Abudhabi : [March2017-May 2017]*

*Assistant Accountant [Trainee]: worked as a Assistant accountant in a reputed international company as a trainee for 3 months. Assistant accountant is responsible for preparation daily petty cash book and bank reconciliation and tracking the duties given by senior accountant.*

* *AIRTEL Tele Communication Co. India : [June 2016-Dec 2016]*

*Data Entry Operator : A data entry operator is responsible for posting all day to day collection reports, sales reports and payment reports entering in database and maintaining accurate records of company information and also responsible for contacting overdue accounts by phone, text or mail to collect previous outstanding balances they reach out to clients to solicit payments from clients as they act bridge between them and the company's collection or accounts department. Apart from their regular work they handle office duties such as light book keeping activities and managing daily accounts statements.*

*EDUCATIONAL QUALIFICATION :*

* *Bachelor of Business Administration (BBA) - Kannur University (2013-2016).*
* *Higher Secondary Education – CBSE (2013)*
* *High School – CBSE (2011)*

*SOFTWARE EXPOSURE :*

* *Tally ERP*
* *Office Automation*
* *Foreign Accounting - Peach Tree*
* *Quick books*
* *Tradeasy*
* *Focus*

*LANGUAGES KNOWN:*

*English, Hindi and Tamil*

*PERSONAL DETAILS :*

***D.O.B. : 22 nd April 1995***

***Nationality : India***

***Gender : Male***

***Marital Status : Single***

***I hereby declared that the information furnished above is factual and to the best of my knowledge and belief.***

SHAMMAS