**SAHAL**

Mail Id : ***sahal.382712@2freemail.com***

**Career Objective:-**

Looking forward to work as Accountant in stimulation and challenging environment that will convert my potential in to performance and recognition for hard work, honesty and sincerity and thereby contributing to the growth of organization and myself.

**Educational Qualifications:-**

* ***B.COM (Bachelor of COMMERCE)*** *from* ***University of KANNUR*** *(****2009-2012****), India.*
* ***Higher Secondary Education in commerce from Kerala Board (2007-2008)****.*
* ***Advance Diploma in Computerized Financial Accounting(Manual&Practical-Tally,Peachtree,Quickbooks,Ms-Excel,Busy,Smacc)from Spectrum Computer Center at Kerala,India-2012***

**Highlights:-**

* **More than 6years’ Experience in India in the respective field of Accounts and Administration.**
* **Strong ability to work effectively with multiple tasks and stringent deadlines.**
* **Professional Team Player with efficient communication skills.**
* **Can adapt to new environment very fast.**
* **Indoor and outdoor work skills.**

**Professional Work Experience:-**

* Worked as ***an Account. Assistant*** with **Shana Enterprises. Delhi India(June-2016-February 2018)**

(The firm deals with Embassy Attestation, Visa stamping & ticketing)

**Job Responsibilities:-**

* Retrieval of reports from the Accounting System, posting payments and receipts.
* Maintaining accounts, databases and daily billings in order and up to date.
* Operating visa stamping process.
* Worked as ***an Account. Assistant*** with **Career line Travel Consultant. Mumbai India(May 2015-January 2016)**

(The firm deals with Embassy Attestation, Visa stamping & ticketing)

**Job Responsibilities:-**

* Data entry in Tally, Excel.
* Retrieval of reports from the Accounting System, posting payments and receipts.
* Assist with preparation and coordination of the audit process
* Maintaining accounts, databases and daily billings in order and up to date.
* Worked as an ***Account. Assistant Al Madina Exports. Mumbai India.*** *(****August 2013-December2014****)*

(The company exports all types of garments items in G.C.C countries)

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**Job Responsibilities:-**

* Responsible for Day to Day transactions.
* Responsible for bank fund Transfers.
* Maintaining accounts, databases and daily billings in order and up to date.
* Data entry in Tally, Excel.

* Worked as ***an Account. Assistant*** with **Rajeev P.V Associates. Kerala India(September.2012-June.2013)Accountant & Tax consultant**

**Job Responsibilities:-**

* Attended Practical Accounting Course under a Chartered Accountant for 1 year
* Creation of Journals, posting journal entries, creation of Trial Balance.
* Data entry in Tally, Excel.
* Retrieval of reports from the Accounting System, posting payments and receipts.
* Assist with preparation and coordination of the audit process
* Maintaining accounts, databases and daily billings in order and up to date.

**Key Skills and Competencies:-**

* Extensive Knowledge of excel spread sheets.
* Knowledge and expertise Tally and Peachtree.
* Excellent customer services & communication skills.
* Ability to handle large volumes of Invoices

**Other Skills:-**

* Good command over English and Indian Languages (Hindi& Malayalam)
* Supervisory, stress management, team building and decision making skills.

**Personal details:-**

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| Nationality Date of Birth | : Indian: 12th December 1989 |
|  Religion | : Islam |
|  Marital Status | : Single |

**Declaration:-**

 I **SAHAL** do hereby declare that all the information provided above is true to the best of my knowledge.