**Curriculum vitae**

NAME: - THOUSEEF

EMAIL ID: [-thouseef.383321@2freemail.com](mailto:-thouseef.383321@2freemail.com)

**CAREER OBJECTIVE**:-

“TO PLACE MYSELF IN A RESPONSIBLE AND CHALLENGING POSITION AND TO EMPLOY MY EXPERIENCE AND SKILLS IN A PROGRESSIVE ORGANISATION, WHERE I CAN PUT MY MAXIMUM EFFORT AND PROVE MY SKILLS.”

**EDUCATIONAL QUALIFICATION**:-

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| --- | --- | --- | --- |
| CLASS/COURSE | SCHOOL/COLLEGE/UNIVERSITY | DURATION | MARKS  OBTAINED |
| S.S.L.C | GOVT HIGH SCHOOL MANCHI-KOLNADU | 2007-09 | 65.12% |
| P.U.C(COMMERCE) | KARNATAKA PRE UNIVERSITY COLLEGE MANI | 2009-11 | 62.5% |
| B.COM | BADRIA FIRST GRADE COLLEGE KANDAK MANGALORE | 2011-14 | 53% |

**COMPUTER PROFICIENCY**:-

**COMPUTER OPERATING SYSTEM: - WINDOWS 10**

* MICROSOFT OFFICE (WORD,EXCEL,POWERPOINT)
* TALLY (VER.9)
* WINMAN CA ERP
* CITRIX (NAVISION, FMC, GULF HR)

**WORK EXPERIENCE**:-

1. **SALES EXECUTIVE AT NOVEL MOTORSMANGALORE:-(JAN 2016 - JULY2017)**

**DURING THIS PERIOD**

* ACHIEVED MONTHLY TARGET.
* KNOWLEDGE ABOUT AUTOMOBILE FIELD.
* DEALING WITH CUSTOMER VERY FRIENDLY.
* MARKETING AND PROMOTING VEHICLES.

**2.ASSISTANT AUDITOR AT JACOB AND ISSACK ASSOCIATES MANGALORE**: - **(SEPT 2016 – MARCH 2017)**

**DURING THIS PERIOD**

* AUDITING EXPENSE AND REVENUE OF CLIENTS.
* PREPARING P&L AND BALANCE SHEET.
* FINALIZATION OF ACCOUNTS.

**3.ACCOUNTS PAYABLE AT AL HABTOOR HOSPITALITYDUBAI:- (14THMARCH 2017 –PURSUING**

**DURING THIS PERIOD**

* AUDITING INVOICES AND BACKUP.
* PREPARING RECONSILATION WITH SUPPLIER SOA
* PREPARING SUPPLIERS CHEQUES ON THE BASE OF CREDIT PERIOD.
* MAKING PAYMENTS OF SUPPLIERS ON TIME.
* MAKING PAYMENT OF OTHER EXPENSES LIKE DEWA TELEPHONE CHARGES.
* PREPARING STAFF RELATED SETTELEMENT.
* RELIEVED FINANCIAL ACCOUNTANT, ACCOUNTS RECIEVABLE AND GENERAL CASHIER DURING THEIR VACATION PERIOD.
* HAVE BEEN DONE PAYROLL OF 200 STAFFS AND MONTH END P&L DURING THE TIME OF RELIEVING FINANCIALACOOUNTANT.
* KNOWLEDGE ABOUT GL CODES.
* KNOWLEDGE ABOUT INPUT VAT AND OUTPUT VAT .
* PREPARING VAT RECONCILIATION AND VAT RETURN BEFORE DUE DATE.
* MANAGED VENDOR ACCOUNTS, GENERATING WEEKLY ON DEMAND CHEQUES.
* PREPARING BANK MOVEMENT ON DAILY BASIS.

**PERSONAL SKILLS**:-

* ACCURATE AND CONFIDENT.
* QUICK LEARNER.
* HANDLING PRESSURE WITH CALM AND PATIENT.
* COMMUNICATING POLITELY AND FLUENTLY WITH CUSTOMER AS WELL AS SUPPLIER.
* VERY FLUENT IN SOUTH INDIAN LANGUAGES.
* COMPLETING GIVEN ASSIGNMENTS ON TIME ­­­­­­­­­­­­­­­­­­­
* MEET DEADLINES.
* FRIENDLY WITH COLLEGES.

**PERSONAL BIO DATA**:-

DATE OF BIRTH : - 09.06.1993

SEX : - MALE

MARITAL STATUS :- UNMARRIED

RELIGION : - ISLAM

NATIONALITY : - INDIAN

LANGUAGE (SPEAK) : - ENGLISH, HINDI, KANNADA, TAMIL,MALAYALAM

LANGUAGE (READ & WRITE) : - ENGLISH, HINDI, KANNADA, ARABIC

**DECLARATION**:-I HEREBY DECLARE THAT ALL THE ABOVE FURNISHED INFORMATIONS ARE TRUE TO THE BEST OF MY KNOWLEDGE