**CONTACT INFORMATION:**

**MAJID**

Email: majid.390030@2freemail.com

**PERSONAL DETAILS:**

**DATE OF BIRTH:** 01.02.1997

**SEX**: MALE

**NATIONALITY:** INDIAN

**MARITAL STATUS:** SINGLE

**LANGUAGES KNOWN:**

* ENGLISH (Read, Write, Speak)
* MALAYALAM (Read, Write, speak)
* HINDI (Read, Write)

**CURRICULUM VITAE**



**Administration**

"Hardworking, self-motivated individual who enjoys taking up challenges of demanding work environment. A self- thinker and a keen learner capable of prioritizing workloads and contributing towards the efficiency of the organization. Possess good administration, time-management, communication, interpersonal and presentation skills with keen focus on contributing to the profession in team environment and achieving results by taking initiative and maintaining positive drive towards work goals."

**ACADEMIC QUALIFICATION**

* **Bachelor of Business Administration– 2017** (Kannur University, Kerala, India.)
* **Higher Secondary - 2014**

(Government of Kerala Board of Higher Secondary Examination.)

* **SSLC – 2012**

(Secondary School Leaving Certificate (SSLC), Board of Public Examination, Kerala)

**EXPERIENCE**

Worked as **Audit Assistan**t at **Muhammed Sali & Associates** **Chartered Accountants, Kannur, Kerala** From **1st** **June 2017 to 30th** **August 2018** Chartered Accountants, Kannur, Kerala.

* Preparation of balance sheet and profit loss accounts up to finalization.
* Adjustment and correction entries for the finalization of financial statement.
* Verification and vouching of document of the companies.
* Procedures regarding the bank transaction Cheques / Cash deposit into the bank as and when required.
* Audit and Statutory Bank Audits.
* Other similar nature duties.



**STRENGTHS:**

Team working and effective in leading

Ready to take up international-assignments

High zone of tolerance and hardworking

Excellent Telephone conduct.

Keeping healthy relationship with Vendors & Clients.

Well versed with internet research method.

Good communication skill and-convincing capability

**HOBBIES:**

* READING BOOKS
* SPORTS
* NET SURFING

**ADDITIONAL SKILLS**



* Knowledge of **Tally ERP.**
* Sound knowledge of **Microsoft office, Excel, Power point,** Outlook express and **MS Office.**
* Good Typewriting speed.