JABIR

 [Jabir-392604@2freemail.com](mailto:Jabir-392604@2freemail.com)







Secure a challenging position in Accounting with a reputed organization where my education & experience will be utilized for mutual beneﬁt.







Control over all Accounting and Financial matters

Preparation of bank reconcilation statement

Preparation of year ending schedules and accounts for audit. All kinds of Bank Transactions.

Maintaining purchase & sales including stock register. Maintaining payroll

Check and verify all payments and receipts

Co-operating with the team members to achieve target

Experience





Jamia Sa-adiya Arabiya

-

Accountant cum Oﬃce Executive One year in Kasaragod

Indus Motors

-

Cashier cum Assistant Accountant One year in Kanhangad







2018

Bachelor of Business Managment



2012

Higher Secondery Education



2010

SSLC



2014

Completed a course entitled CACFA(Certiﬁed Accountant in Computerized Financial Accounting)

COMPUTER LITERACY





Advanced knowledge of accounting package Tally, PEACHTREE, QUICKBOOK, WINGS. Proﬁciency knowledge in Computer.

Skills





Flexible and Adaptable

Leadership Qualities Passionate for Work Aggressive

Vision for Achieving Goals

Language





Speak- Malayalam , English

Read - Malayalam , English , Hindi ,Arabic Write - Malayalam , English , Hindi, Arabic

|  |  |  |
| --- | --- | --- |
|  | Personal Data |  |
|  | Date of birth  Sex | : 12/07/1994  : Male |
|  | Religion | : Muslim |
|  | Nationality | : Indian |
|  |  |  |