

**HABEEB**

Commerce Graduate with Diploma in Indian and Foreign Accounting

**CAREER OBJECTIVE**

To work in the most challenging job with an organization that provides ample opportunities to learn and to contribute.

# EDUCATION

**Bachelor of Commerce (B Com) – March 2012, University of Calicut, Kerala**

**Plus Two – Mar 2009, Board of Secondary Education, Govt of Kerala**

**SSLC – Mar 2007, Board of Secondary Education, Govt of Kerala**

**Computer Knowledge:** **MS Office**

**Accounting Package: Tally, Peachtree.**

**TECHNICAL QUALIFICATIONS:**

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING – Jun 2014

# WORK EXPERIENCE

* **Organization**: Al Mubarak Hypermarket, Al ain, Abu Dhabi. From 10th September 2015 till date.

**Designation**: Cashier

* **Organization**: Kudumbini Super Market Shornur, Palghat, Kerala. From Jan 2015 to Aug 2015.

 Designation: Accountant

**Duties and responsibilities:**

* Dealing with day to day Accounting transactions, Cash, Bank & JV’s entries in the software.
* Preparation of Bank reconciliation Statement.
* Accounts payables.
* Checking Local Purchase Order.
* Purchase Invoice entry checking.
* Billing and receipts.
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* To Maintain Records of Payment Information.
* To process accounting Transactions.
* Managing vendor accounts including payments.
* Checking Trial Balance & Balance Sheet.
* Payroll.
* General Accounting.
* **Organization:** A M Traders, Ottapalam, Palghat, Kerala. From Oct 2014 to Dec 2014.

Designation: Accountant

Job Profile: Day to Day Accounting, Payments, Receipts, Payroll, Data Entry & Billing.

* **Organization:** Malabar Steel Company Pattambi, Kerala. From Nov 2013 to Aug 2014.

Designation: Accountant

Job Profile: Day to Day Accounting, Payments, Receipts, Payroll.

Languages Known:

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

**Permanent Address:**

POOVATHINGAL House

NEDUMPURA.PO

CHERUTHURUTHY VIA

THRISSUR (Dist)

Kerala –