Ebrahim

Ebrahim.239648@2freemail.com

**CAREER OBJECTIVE:**

Seeking a professional position at prospective company to dedicate myself to the field as a keystone member of the team while continuing my education to further improve my performance in the workplace.

**EXPERIENCE/TRAINING**

**Accountant in K.V Communication private Ltd Kerala, June 2012 to May 2013**

* Processing of invoices, chasing of payments, monthly salary processing for employees, and the control of petty cash.
* Maintain strong and up to date financial records and prepares clear and accurate reports.
* Have tight control over all accounting issues and procedures and take the lead in securing the payment of outstanding invoices to reduce the debtors list.
* Actively participates in all accounts related discussions and issues across the teams.
* Be the main point of contact for all finance related enquiries from clients, suppliers, staff and as such is required to provide clear, accurate and helpful assistance, responding to all enquiries, both internal and external in a timely manner.

**Project on a study on Working capital management in Tip top furniture private Ltd Kerala,February 2015 to April 2015**

* Evaluation of working capital policy
* Identify the terms responisible for changes in working capital
* Analyse the components of working capial

**Summer internship at Foster hot bread private Ltd Kerala,**

**July 2014 to Augest 2014**

* Collected data from the trained candidates with questionnaire.
* Analsye the financial performance of the company

**EDUCATION**

**Master of Business Administration (Finance & Marketing)**

Anna university Chennai 2013-2014(Nehru Institute of IT & Management,Coimbatore)

**Bachelor Degree in Commerce**

Calicut university 2009-2012( Co operative college parappanangadi )

**IT SKILLS**

Tally, MS office

**AWARDS/ACHEIVEMENTS**

* Active participation as an volunteer in **Codyssia Gateway 2013** a national level management event at Coimbatore
* Presented a Management paper at **GRD College of MANAGEMENT** by the Topic of

“**EFFECTIVENESS OF SALES PROMOTION**

**PERSONAL INFORMATION:**

DOB : 11-09-1990

Nationality : Indian

Visa status : Visiting visa

Marital Status : Unmarried

Languages Known : Malayalam, English, Tamil & Hindi

**DECLARATION**

I hereby declare that all the information mentioned above is true to the best of my knowledge.