**CURRICULUM VITAE**



**SHAFEEQ**

Email ID: shafeeq.309962@2freemail.com

**Career Objective**

To excel in a suitable position by applying my experience and strive to words fulfilling the responsibilities assigned to me best perform in my field. I assure to up hold quality standard and I will be valuable asset to the organization.

**Skill Profile:**

* Good communication and interpersonal skills.
* Hard working team member.
* Have the ability to work for long hours.
* Have the ability to work under pressure.

**Work Experience:**

**ACCOUNTANT| May 2012 - September 2014**

AR Furniture & Crockery World, Malappuram, Kerala, India

Following are the actions / responsibilities that I undertook at **AR Furniture & Crockery World**

* Maintaining Ledger
* Maintaining Statement of account
* Issuing invoices and Payment follow up
* Analyzing accounts
* Income and Expenditure report
* Preparing balance sheet

**Asst. ACCOUNTANT cum Salesman | October 2014 – till date**

Real Gifts, Abu Dhabi, UAE

Following are the actions / responsibilities that I undertook at **Real Gifts, Abu Dhabi**

* Recording daily expenses, incomes
* Maintain the creditors’ accounts
* Assistance to main Accountant
* Guidelines to customer
* Sales promotion activities
* Record the purchase items

**Skills and Qualifications:**

* Energy Level, Dependability, Productivity, Customer Service, Professionalism, Attention to Detail, Customer Focus, General Math Skill, Informing Others, Basic Safety and Job Knowledge

**Educational Qualification:**

* Graduate in Bachelor of Commerce
* Calicut University, Kerala, India
* Higher Secondary School (Commerce)
* Board of Examinations Kerala Govt., Kerala, India

**Language Skill:**

* English, Hindi and Malayalam
* Arabic (Reading & Writing)

**Computer Knowledge:**

* Tally ERP9
* MS Office - Microsoft Excel , Word, PowerPoint
* Windows 10, 07 and XP

**PERSONAL DETAILS:**

Nationality : INDIAN

Religion : Islam, Muslim

Date of Birth : 29th May 1993

Marital Status : Single

Gender : Male

Height : 169 CMS

**Passport Details:**

Date & Place of Issue : 26th March 2014, India

Date of expiry : 25th March 2024

Visa Status : Employments Visa (Transferable)

**Declaration:**

I hope that above mentioned particulars will meet your requirements and if you have given a chance to serve you. I assure you that I can do my best duties interest in the company and the entire satisfaction of my superiors.

**SHAFEEQ**