SHAMEER



 **B COM**

Email: shameer.379963@2freemail.com

*VISIT VISA*

**Currently Looking for a Suitable Position with a Reputed and Ambitious Company**

A highly competent, motivated and enthusiastic with 3 years of experience in Accounts and Sales in various companies. Experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationship with a range of different people. Possessing a proven ability to generate innovative ideas and solution to problems.

**Audit Assistant and account general**

Organisation: P.A Hameed &Associates Chartered Accountants, Calicut

**Duration 1-04-2011 to 31-01-2012**

* Maintain all Account Payables Reports, Spreadsheets & Corporate Account Payable Files.
* Disburses Petty Cash by recording Entry & Verifying Documentation.
* Reconciles Processed work by Verifying Entries & Comparing System Reports to Balances.
* Posting of Accruals, Prepayments & Journals & salary Account opening for employees
* Prepare Accounts Receivable Reports
* Responsible to Reconcile Stock Reports with Store Department
* Prepare Monthly Payroll of Staff
* Keep a Strong Hand on Staff Annual Leave Salaries & Gratuities According to Law

**SALES EXICUTIVE**

Organisation: Popular Vehicles & Services LTD,

Marathi Suzuki Manjeri, Malappuram

**Duration 1-03-2012 to 31-01-2014**

* Making accurate, rapid cost calculations and providing quotations
* Negotiating the terms of an agreement and closing sales
* Maintaining and developing relationships with existing and new customers in via telephone calls and email
* Representing our company at trade exhibitions & events and demonstration
* Prepare Monthly Payroll & Disburse
* Preparing payable & Receivable reports & follow up
* Preparing sales invoice for sales executives
* Indoor Sales and customer Handling

**Education and Qualification**

* B.com Graduation from Jamiyya nadwiyya arts and science college, edavanna, (Caliucut University) 2011
* Plus Two Commerce (From GHSS Kavanur),Passed in 2007

**Achievements**

* Holds NCC A Certificate.
* Holds 2015 NATIONAL GAMES Liasonal officer Certificate.
* AllKeralaIntercollegeGoalTournement-1st prize (2015)
* Intercollege Goal Tournament – Football -2nd prize
* Intercollege Goal Tournament – Hand ball -1st prize
* Intercollege Goal Tournament – Soft ball -1ST prize
* Intercollege Goal Tournament – Cricket 2nd prize
* Position Held in 2010 College University Union Councillor (UUC – University of Calicut)

**Sex** : Male

**Age** : 29

**Date of Birth** : 15/03/1988

**Marital status** : Married

**Religion** : Islam

**Languages**: Malayalam, English, Hindi,