JABIR

 Jabir-392604@2freemail.com



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



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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

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Jamia Sa-adiya Arabiya

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Accountant cum Oﬃce Executive One year in Kasaragod

Indus Motors

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Cashier cum Assistant Accountant One year in Kanhangad



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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

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

Skills

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Flexible and Adaptable

Leadership Qualities Passionate for Work Aggressive

Vision for Achieving Goals

Language

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Speak- Malayalam , English

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

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