**CURRICULUM VITAE**



**SHAREEF**

**B. COM**

Email: shareef-393130@2freemail.com

DOB: 8 Jan 1992

Sex: Male

Marital Status: Single

Nationality: Indian

Driving License: Indian

Hobbies:

Social Media & Sports

Languages:

English & Malayalam (Read, Write and Speak)

Arabic & Hindi

(Read& Write)

UAE Visa Status:

Visa Type:

3 months visit visa

Visa Expiry:

15 Oct 2019

**CAREER OBJECTIVE**

A motivated, adaptable and responsible graduate seeking a position in Accounting, Auditing and Finance which will utilize the professional and technical skills developed through past work experiences in this field. I have a good methodical, mathematical approach to work and a strong drive to see things through to completion.

**CAREER SUMMARY**

* B Com Graduate with a 5+ years experiences in the field of Finance, Accounts and Audit.
* Experience includes 3 years as Audit Assistant with an Audit Firm in the Statutory & Internal Audit and 2 years as General Accountant with a Trading Concern.
* Work experiences include Auditing, review and finalization of final accounts, Accounts book keeping and cash management
* Working Knowledge in Tally ERP and MS Office

**PROFESSIONAL EXPERIENCES**

**Kerala, India - (From May 2017 To Jun 2019 )**

* Keeping daily activity log including petty cash book.
* Responsible for tallying up all cash transactions EOD and reporting to the management.
* Invoicing and payment follow up (AR Management)
* Calculation, Preparation and filing of VAT returns.
* Preparation, Finalization and review of trial balance, P&L account and Balance sheet

**Kerala, India - (From Jan 2014 To Dec 2016 )**

* Preparation and review of journal entries and posting thereof.
* Preparation of Reconciliation statement for banks, Receivables and payables.
* Reconciliation of fixed assets and other accounts.
* Managed cash drawers and cash pick-ups
* Vouching of bills and Verification of accounts.
* Operated cash registers receiving and processing funds.
* Counted end of shift cash receipts to ensure accuracy with paper receipts.
* Responsible for confirming each cash transaction that was put in to the daily log.
* Assisted in compiling complex cash flow reports at the end of each month

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**ACADEMIC PROFILE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| COURSE | INSTITUTION/ BOARD |  | YEAR OF |  | REMARKS |  |
|  | PASSING |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| B.COM | KANNUR UNIVESRSITY |  | May 2013 |  | PASSED WITH 66% |  |
|  |  |  |  |  |  |  |
| HIGHER SECONDARY | STATE BOARD, KERALA |  | Mar 2009 |  | PASSED WITH 82% |  |
|  |  |  |  |  |  |  |
| SECONDARY | STATE BOARD, KERALA |  | Mar 2007 |  | PASSED WITH 77% |  |
|  |  |  |  |  |  |  |

**COMPUTER PROFIENCIES**

* Office Package: Microsoft Word, Excel, Power Point and Outlook.
* Accounting Software: TallyERP9, Tally7.2.
* Operating Software: Windows XP, Windows 10

**CAREER PROGRAMMES**

* Orientation Programme Certificate - Southern India Regional Council of ICAI, Calicut Branch-August 2013
* General Management and Communication Skills-1 Certificate - Southern India Regional Council of ICAI, Kannur Branch- March 2015
* Information Technology Training Course Certificate - Southern India Regional Council of ICAI, Calicut Branch- September 2013

**DECLARATION**

I hereby declare that all the information given above are true and correct with the best of my knowledge.

SHAREEF

Dubai

20 Jul 2019

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