**CURRICULUM VITAE**

**SHAFEEK**

**Email :** **shafeek-393773@2freemail.com**

**Visa Type: Visit Visa**

**Membership: IMA USA Since Jan 2017**



***CAREER OBJECTIVE***

*To pursue highly challenging and creative career where I can apply my knowledge and creativity, acquire new skills and effectively contribute to the Organization.*



***EDUCATION***

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS** | **UNIVERSITY /** | **YEAR OF PASSING** |
|  | **INSTITUTION** |  |
| **CMA PART I** | INSTITUTE OF CERTIFIED | **PURSUING** |
|  | MANAGEMENT ACCOUNTS |  |
|  |  |  |
| **CMA PART II** | INSTITUTE OF CERTIFIED | **2019** |
|  | MANAGEMENT ACCOUNTS |  |
|  |  |  |
| **MASTER OF COMMERCE** | MKU UNIVERSITY | **2018** |
|  |  |  |
| **BACHELOR OF COMMERCE** | UNIVERSITY OF CALICUT | **2015** |
|  |  |  |
| **12TH STANDARD ( COMMERCE )** | GVHSS KODUMUNDA | **2012** |
|  |  |  |
| **HIGH SCHOOL (10TH)** | DR. KBMMHS SCHOOL | **2010** |
|  |  |  |



***WORK EXPERIENCES***

* **Tax Consultants & Accountants, KERALA – INDIA.**

**(ACCOUNTANT CUM AUDITOR) 3 years, (October 2015 - November 2018)**

**JOB RESPONSIBILITIES**

* Daily enter key data of financial transactions in database.
* Stock auditing & reconciliation of bank accounts monthly basis
* Helping to senior Accountant for MIS & other reports
* Evaluation of clients accounting and internal control system and compliance testing.
* Experienced in VAT calculation & return filing
* Concentrate on accounts receivables, payables & prepare ageing statements
* Sales and purchase management
* Preparation of the bank reconciliation statement
* Cash / Cheque deposit & withdrawals & other banking operations.
* Provide assistance and support to company personnel.
* Book keeping and maintain day book.
* Expenses analysis on a monthly basis to determine accuracy and reasonability
* Accounting works and preparation of financial reports and financial statements.



***TECHNICAL SKILL***

* Diploma in Foreign Financial Accounting
* MS Office, Applications & Tools
* Tally ERP 9, Quick Books
* Windows (XP – 10)



***PERSONAL SKILL***

* Good interpersonal skill
* Willingness to learn and determined
* Highly trustworthy, discreet and ethical
* Quick learn and work well with others



***ACHIEVEMENTS***

* Reduced monthly expenses of branches in 2016
* Detected fake sales in branches



***PERSONAL DETAILS***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date of birth** | **:** | **04/04/1995** |
|  | **Sex** | **:** | **Male** |
|  | **Nationality** | **:** | **Indian** |
|  | **Marital status** | **:** | **Single** |
|  | **Language** | **:** | **English, Hindi, Arabic, Malayalam,** |
|  | **Home address** | **:** | **KERALA, INDIA** |



***EXTRA CURRICULAR ACTIVITIES***

* I have participated intercollege cricket & volleyball tournament at college level
* I have also participated in cricket tournament in district level



***DECLARATION***

I hereby declare that above furnished details are true to the best of my knowledge.

**SHAFEEK**