**a e**

**i t**

**C u r r i c u l u m**

**V**

**SHANID**

E-mail : shanid-394471@2freemail.com

**Objective:** Aim to be an associate with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof**.**

##  SYNOPSIS

* Capacity to organize and ability to work in a team as well as leadership qualities and administrative skills
* Quick understanding and grasping of situations and ability to work under pressure
* Fertile and imaginative mind with excellent communications capabilities
* A sense of integrity and commitment to work hard in a result oriented, meaningful manner
* Excellent written, communication and problem solving skills
* willingness to learn more and quick learning skill
* Self motivated and Strives for excellence

## WORK EXPERIENCE

* In Dubai
* Worked as a Warehouse Assistant 1 year
* in India
* Worked as a Store/ Office Clerk 1 year
* Sweets World Inc India
* Worked as a Retail / Store Clerk

**Professional Summary**

* Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register etc.
* Preparation of various Accounting Reports like Ageing Analysis, Income & Expenditure Statement, Bank Reconciliation Statement etc.
* Preparation and filling of Vat return, Income tax return, Service tax return, TDS return
* Business Management, Personality Development, Public Relation

**Strength**

* Ability to analyze financial data using MS Excel
* Working knowledge in computerized Accounting package Tally
* Very good communication and interpersonal skills
* Ability to think through problem
* Proactive and Professional attitude
* Having Leadership qualities

##  EDUCATIONAL PROFICIENCY

* **Bachelor of Commerce (Finance ) from Rajiv Gandhi University Pondicherry , INDIA**
* **Higher Secondary Education**, Karnataka, INDIA
* **Secondary School Leaving Certificate** –Kerala, INDIA

##  COMPUTER SKILLS

* **Tally**
* **Peachtree**
* **Microsoft Office**
* **Internet Applications**

 **PERSONAL DETAILS**

* Date of Birth : 21st May 1992
* Nationality : Indian
* Civil Status : Single

##  DECLARATION

I Confirm that the information provided by me above are true to the best of my knowledge and belief.

**Place: -**

Shanid