

# Curriculum Vitae

## SIRAJ.V

E-mail : sirajvadakkayil@gmail.com

Mob : +971 562569132

Sharjah – U.A.E.



## Objective

A highly motivated, young and creative self-starter, with a proven record of success with Progressively increasing responsibilities, Project a positive, personable, and professional image at all times. To achieve a challenging where I can fully utilize my logical and technical skills and further improve them.

## Working Experience

Employment	REBOU AL SHAM MEAT TRADING-SHARJAH	Employment	PENLINE CLAIM SETTLEMENT LLC DUBAI
Designation	Inventory controller	Designation	Assistant Auditor Cum Accountant
Period	<b>Dec-2020 to till present</b>	Period	<b>Nov 2019 to Nov 2020</b>
Employment	Concept Advt. Publishing L.L.C, Sharjah	Employment	BURDA SHOES W.L.L, Bahrain
Designation	Accountant Cum Administrator	Designation	Salesman Cum Cashier
Period	<b>04/2011 – 05 / 2018 – 7 Years</b>	Period	<b>12/2008 – 02/2010 – 2 Years</b>
Employment	MALABAR MOTORS, Calicut, Kerala.		
Designation	Storekeeper		
Period	<b>2006–2008 – 2 Years</b>		

## Technical Info.

- **Diploma in Computer Applications (DCA)**  
DIGI DYNAMICS ITC Computer Center-Vatakara
- **Computer Operator And Programming Assistant (COPA)-ITI**  
DIGI DYNAMICS ITC Computer Center-Vatakara
- **Diploma Computerized Financial Accounting(DCFA)**  
SMART INSTITUTE ITC-Computer Center-Vatakara
- **Diesel Mechanic-ITI** • **Automobile Engineering**
- **UAE Driving Licence**  
Expiry Date: 02/08/2025

## Software used

- **Accounting Softwares** M.s Office, Sage Peachtree, Tally ERP 9, Wings Accounting
- **Designing Softwares** Adobe Illustrator
- **Typing Language** Arabic & English

- ◆ Prepare their financial statements (balance sheet & income statement).
- ◆ Handling of payroll and prepare for WPS, staff leave & Gratuity settlement
- ◆ Petty cash management, preparing daily cash report, accounts receivables follow up reports, monthly report etc.
- ◆ Preparing and recording various vouchers like cash payment, journal, cash receipt, cheque receipt.

## Language Knowns

English	:	Read		Write		Speak
Malayalam	:	Read		Write		Speak
Hindi	:	Read		Write		Speak
Arabic	:	Read		Write		

## Basic Info.

Name	:	SIRAJ V.
Address	:	Vadakkayil (H),Vadakara, Kozhikode Dist., Kerala, India.
Gender	:	Male
Date of Birth	:	31st May 1987
Nationality	:	Indian
E-mail	:	sirajvadakkayil@gmail.com
Contact No.	:	00971562569132
Father's Name	:	Kunhabdulla
Religion & Caste	:	Islam / Muslim
Marital Status	:	Married

## Passport Details

Passport No : S 3880382

Date of Expiry : 24/ 03/2028

## Education Info.

- Secondary School Leaving Certificate (Govt.. Of Kerala)
- Plus Two (Govt. Of Kerala)

## Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief.

your faithfully

**SIRAJ.V**