

**Personal Details**

Name : Shahadhad C.H

Contact Number :

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Email :

Shahadhad.sdq@gmail.com

Present Address :

Saniya's
Temple Road
P.O.Chalad
Kannur – 670014
Kerala

Name of Father :

- Sadique.M.K

Age :

- 23 years

Marital Status :

- Single

Religion

- Islam, Muslim

Gender :

- Male

CURRICULUM VITAE**Objective :**

- To systematically record transactions, sort and analyzing them, prepare financial statements, assessing the financial position of the firm through strict administration and minimizing costs and expenses of the firm.

Educational Qualification

Qualification	College / University	Year
M.Com (Finance (On Going in Sir Syed College)	Sir Syed College, Taliparamba	2019
Diploma in Indian & Foreign Accounting	International Association of Accounting Professionals	2019
Bachelor of Commerce (1 st Class)	Kannur University	2019
Plus Two (96% Marks in Commerce)	Kerala State Board of Higher Secondary Education	2016
S.S.L.C (98% Marks)	Kerala State Board of Public Examination	2014

Computer Qualification

- IDCAF (Foreign Accounting)
- Diploma in Indian & Foreign Accounting (Tally, Peachtree, QuickBooks).
- MS Office (MS Word, MS Excel, PowerPoint)

License Details:

- INDIAN Valid License of 2 & 4 Wheeler

Passport Details :

- Passport No : N9223282
- Date of Issue : 11-04-2016
- Date of Expiry : 10-04-2026
- Place of Issue : Kozhikode

Strength :

- Hardworking
- Confident
- Optimistic
- Communication Skill
- Sincere and dedicated

Hobbies / Interest

- Travelling
- Reading
- Gym & Fitness

Work Experience

► Worked as assistant accountant cum business administration since April 2017 in **Brothers Traders, Kannur (ref – 9895852496 , Muhd Nabeel)**

Role and Responsibilities

- Up to date business administration and central purchaser cum central office accountant.
- Verify & Tally Salaries as against Payroll Forms
- Central purchaser and business administrator.
- Creating Monthly Report Monthly, Profit Estimation & Division of Profit to Partners.
- Prepare Special Financial Report by Collecting, Analyzing & Summarizing Account Information.
- Handles Day to Day Bank Operation.
- Substantiates Financial Transaction by Auditing Documents.

Languages Known

Language	Read	Write	Speak	Understand
English	✓	✓	✓	✓
Hindi	✓	✓	✓	✓
Malayalam	✓	✓	✓	✓

Declaration

I hereby solemnly declare that all the above furnished details are true best of my knowledge and I assure of my sincere and ardent work in your esteemed organization.

Place : Kerala, India

SHAHADHAD.C.H

