SHABEEBUDHEEN EM

Email: shabeebsebi80@gmail.com
Mobile: 0522886331

Summary

BBA Qualified Finance Professional having 2year experience as an accountant. Seeking a position in an organization where I can work in a real profession- al atmosphereby utilizing my skills and capabilities that will help for profitability and growth of the organization and to grow with the organization keeping self-respect and discipline.

Academic Qualification

- International Business Accounting and Taxation Kerala 2019-2020.
- Bachelor of Business Administration Specialaised In Finance EMEA Collage of Arts & Science Kerala 2015-2018
- Higher Secondary Education from State Board Kerala 2013-2015
- SSLC from State Board Kerala 2013

Work Experience

Company   : SHALIMAR AUTO MOBILES Kerala.
Designation: Accountant
Duration   : 2019 - 2021

- Verify, allocate, post and reconcile accounts payable and receivables
- Recording daily business transaction entries.
- Reconciliation of bank accounts.
- Recording of various information's using MS Excel
- Analyze financial information and summaries financial status
- Provide financial advice to management
- Manage accounting assistants and book keepers
- Assist with audit and vat filing
- Dealing with hr. and payroll activates,employee documentation
- Creating MIS reports with MS Excel & Word

Personal Skills

- Administration and Management
- Customer service Management
- Focused and confident with positive attitude.
- Good communication and interpersonal skill.

- Good observer.

Language Skills
- ENGLISH
- HINDI
- MALAYALAM
- ARABIC(WRITE,READ)

Software Skills
- TALLY ERP
- ACROBIS NEPTONE ERP
- MS EXCEL
- MS WORD

Personal Details

Fathers Name   : Abdurazak EM
Date of Birth   : 05-OCT-1997
Address   : Thazhath H
                       Kodimaram,Kondotty PO
                       Malappuram-673638
                       Kerala India
Gender   : Male
Marital Status   : Single
Passport   : Available
Visa Status   : Visiting Visa

Declaration

I Shabeebudheen EM hereby declare that all the above given information are very true to the best of my knowledge.

SHABEEBUDHEEN EM