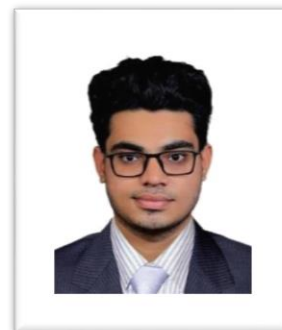


# JABIR PUTHUVEETIL JALAL



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## Professional summary

To secure the job in the Finance/Accounts sector in your organization which could help me learn new skills and deliver my potential of financial/Accounts analysis and strategic implementation of the new approach towards the development of the company.

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## Education

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|------|---|
| 2019 | <b>Diploma in SAP And FINANCE(FICO)</b><br><i>Accountant Academy, Thrissur, Kerala, India</i>                                 |
| 2019 | <b>Bachelor of Commerce B Com.</b><br><i>Calicut University – Mar Osthathos College, Perumpilavu, Thrissur, Kerala, India</i> |
| 2016 | <b>H.S.C – Commerce (Educational Board of Kerala)</b><br><i>TMVHSS– Perumpilavu, Kerala, India</i>                            |
| 2014 | <b>S.S.L.C (Central Board Of Secondary Education)</b><br><i>Ansar English School– Perumpilavu, Kerala, India</i>              |
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## Experience

4/2019  
TO PRESEN

**EVM SHEREEF AND ASSOCIATES ,**  
Certified Public Accountants Kunnankulam, Thrissur, Kerala

- Manual Accounting
- Computerized Accounting
- Tally
- Taxation and foreign Accounts
- Audit Assistant

## Duties

- Booking intercompany invoices (purchase and sales).
- Performing accounts payable and receivable reconciliation
- Recording accounting journal entries.
- Support the Lower cost or market detail evaluations.
- Dealing with banks/financial institutions at all levels.
- Improvement of internal controls.
- Administered online banking functions.
- Capable of paying attention to detail, and maintaining confidentiality of the information.

2016 TO 2018

### **Royal Supermarket** –Perumpilavu, Kerala.

- Recording accounting journal entries.
- Support the Lower cost or market detail evaluations
- Dealing with banks/financial institutions at all levels.
- Improvement of internal controls.
- Capable of paying attention to detail, and maintaining confidentiality of the information.
- Administered online banking functions.
- Booking intercompany invoices (purchase and sales).

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## Finance Skills

- Strong financial knowledge including good understanding of financial statements, ratios and corporate finance principles.
  - Ability to use MS Office suite, QuickBooks, ERPSAP
  - Capable of handling account payable, account receivable, maintaining general ledgers, handling bookkeeping, and preparing accurate financial reports
  - Detailed understanding of the GST.
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## Skills

- Excellent written and verbal communication skills.
- Advanced knowledge of Microsoft Excel and Microsoft Powerpoint.
- Good problem solver and critical decision making..
- Being good at managing people.
- An excellent team player and multi tasking aswell.
- Good administrative and organizational skills
- Ability to work under tight deadlines.
- Continuous learning.
- Flexibility to adapt to a variety of different engagement types, working hours, work environments and locations

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## Awards

- Tally ERP.9
- MSoffice

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## Languages

- English
- Hindi
- Tamil
- Malayalam

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## Personal Profile

Date of Birth	:	21 March1997
Sex	:	Male
Maritalstatus	:	Single
Nationality	:	Indian
PassportNo	:	T5540059
Religion&Caste	:	Islam.Muslim

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## Declaration

There by declare that all the above-furnished details are true to best of my knowledge and belief.

Yours faithfully,

Jabir Puthuveetil Jalal

Mob.+ 91 8606654137