



**SHAMSUDHEEN M**

[shamsudk7@gmail.com](mailto:shamsudk7@gmail.com)

**Mobile UAE: 0562989924**  
**INDIA: 9048283208**

### **Personal information**

Sex	Male
Nationality	Indian
Marital Status	Single
Date of Birth	16/06/1998

### **Passport details**

Passport No	R4227786
Passport validity	06/12/2017
Place of issue	Payyannur
Visa status	employment Visa

### **Strengths:**

- Highly Energetic ,Quick learner , self belief and cheer full attitude
- Hard working and highly responsible for the job which entrusted.
- Good communication

### **OBJECTIVE**

Seeking a position to utilize my skill and abilities in the organization that offers security and professional growth while being resourceful, innovative and flexible

### **PROFILE**

- Good computer skills.
- An excellent team player who works well independently or a part of a team.
- Well disciplined; committed and hard working.
- Highly trustworthy, discreet and ethical.
- Young, energetic, self-motivated and Result oriented.
- Friendly and pleasing mannered who can get along with people well.

### **AREAS OF INTEREST**

- ✓ **ACCOUNTANT**
- ✓ **SALES AND MARKETING**
- ✓ **CLERICAL WORKS**
- ✓ **CASHIER**

- **Bachelor of Commerce** with co-operation kannur University of kerala
- **Higher secondary** (Board of higher secondary, Government of kerala,

### **OTHER CREDENTIALS**

- Advance Diploma in Practical Accounting (manual) and Computerized Accounting ( Tally.ERP.9, Peachtree ,Quick Books , ,MS Excel and Word)

### **EXPERIENCE**

1. Position : Assistant accountant  
Company : Athicas food product banglore ,karnataka,india  
Duration : 01/08/2018 to 30/01/2019

## **Languages known**

- English : Speaking, writing and reading
- Hindi : Speaking, writing and reading
- Arabic: Speaking, writing
- Malayalam: Mothertongue

2. Position : Junior Accountant  
Company : Manesh associates in trikkarippur ,kerala, india  
Duration : 02/06/2017 to 31/06/2018

## **JOB PROFILE**

Maintenance day to day ledgers & journals

All kinds of bank transaction

Maintaining purchase & sales including stock register

Perform day to day account of sale activities

Preparing monthly & yearly sales reports

All banking related activities including reconciliations

Follow-up receivables , payables and reconciliation of debtors and creditors

Verifying all the accounts for client like day book, ledgers

Preparation year ending schedule for audit

Filing and safe keeping records and documents

Checking vouchers, ledger's and bank statement

Reporting to senior accountant

Manual and computerized accounting

Day to day banking activities

Profit and loss account /trail balance/balance sheet

Petty cash handling and preparing the month and end petty cash report payment follow up and preparations of cheques

## **TECHNICAL SKILLS**

- ✓ Tally ERP.9
- ✓ Peachtree
- ✓ Computer Proficiency
- ✓ Quick books
- ✓ Wings
- ✓ MS Office (MS-Word, MS-Excel and PowerPoint)

## **CONCLUSION**

I am looking forward to work for a company, which has got a good corporate image which offers me the following for criteria in my profile,

- Greater scope for learning opportunity
- Good corporate culture and freedom of operation
- Good job enrichment
- Faster career growth

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