

# MUHAMMED SHAROOQUE E

[e.sharooque16@gmail.com](mailto:e.sharooque16@gmail.com)

 +919562828264

## PROFILE SUMMARY

Young Graduate with good experience in hand on execution of works like accounting related works by preparing books of accounting and making invoices.I learn different varieties of accounting softwares and I also have advanced technical skills in ms excel.

Willing to pursue a challenging career in a reputed & growing organization where I can discharge my duties with utmost responsibility to the best of my ability. I value for hard work and dedication

Punctual, Creative, Innovative, Adaptable and a quick learner with skills to work under Pressure.

## KEY SKIL

* Good time management skills go hand-in-hand in with strong organizational capabilities
* Strong communication skills are incredibly valuable.
* Knowledge of accounting and GST related works and knowledge in accounting software.
* Able to handle day to day office work

## WORK HISTORY

**February 2020 to October 2020** - **Operation Analyst**

**Infolog Solutions Pvt Ltd ( placed in Flipkart Internet Pvt Ltd Bangalore)**

* Maintain accounting related books of accounts
* Preparing purchase and sale bills.
* E-way Bill creation.
* Tax calculations.
* Payment and receipt maintaining
* Managing customers as a salesman

## FEB 2019 to MAR 2020 – ACCOUNTANT TRAINEE CA VIPIN RAJ ASSOCIATES AT RAMANATTUKARA,KOZHIKODE)

* GST related works
* Maintaining customers records
* Preparing purchase and sales invoices
* Bank accounts audits of various firms
* Preparing e-way bills
* Preparing accounts for various firms and companies
* Using tally software for accounting work.

## EDUCATION

|  |  |
| --- | --- |
| 2018 | Six months accounting course completed in IPA institute Kozhikode,kerala |
| 2018 | Graduation: B.COM WITH FINANCE (Calicut University –PPTM ARTS AND SCIENCE COLLEGE,CHERUR) |
| 2015 | HSE : Board of public examination Kerala state |
| 2013 | SSLC : Board of public examination Kerala state |

**COMPUTER SKILLS**

* + MS-Office
  + Microsoft Excel
  + Tally ERP 9
  + Sage 50,quickbooks and SAP end user software knowledge

## PERSONAL DETAILS

Contact Address : EDASSERI,KAVUNGAL HOUSE

KALIYATTAMUKKU

MOONNIYUR PO 676311(PIN)

MALAPPURAM, KERALA

Languages known : English, Malayalam

Name of Father : SAIDALAVI E

Date of Birth : 03/06/1997

Sex : Male

Nationality : Indian

Marital Status : Single

Passport Number : M2400150

Driving License : LMV/HMV No:65/7723/2015 ( INDIA )

Date Signature

Place:malappuram