



SHAMSUDHEEN KOCHUPURACKAL ABBAS

3+YEARS AS ACCOUNTANT & DATA ENTRY OP

📍 DUBAI

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✉ shamsualakode503@gmail.com

OBJECTIVES

To enhance my skills to the maximum and thereby contribute to organization as well as to my personal growth and to be a part of organization that will provide me challenging accounting goals and build a tremendous career as a renowned accountant in the corporate world.

WORK EXPERIENCE

ACCOUNTANT cum DATA ENTRY OPERATOR

MALABAR SAND AND STONES PVT LTD

June 2018 – December- 2021

- ❖ Controlling day to day business transactions.
- ❖ Preparation of sale invoice.
- ❖ Preparation of purchase order and quotation.
- ❖ Maintain salary book of employees.
- ❖ Handling Bank cash transaction.
- ❖ Daily Cash & Bank Reconciliation.
- ❖ Bank stock statement preparation & ledger Reconciliation.
- ❖ Basic knowledge of Trading, P&L Accounts and Balance sheets of different concerns like proprietorships, Companies etc.
- ❖ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- ❖ Research and obtain further information for incomplete documents.
- ❖ Entering day to day invoices daily and Keep information confidential.

KEY RESOURCES AREA

Excellent communication in English Skill in understanding the real problem, Smart attractive personality having good interpersonal skill and ability to convince people and a quick learner.

EDUCATIONAL QUALIFICATION

Bachelor of Business Administration
Kannur University
2013-2016

IT KNOWLEDGE

- 💻 Tally ERP
- 💻 Quick Books
- 💻 Peachtree
- 💻 Microsoft Office
- 💻 Typewriting 40wpm

LANGUAGES

- ❖ ENGLISH
- ❖ HINDI
- ❖ TAMIL
- ❖ MALAYALAM

PERSONNAL DETAILS

Nationality : India

Passport No : U4088490

Visa Status : Visit Visa

Visa Validity : 02/04/2022