



**SHANAVAS E.S**

#### Contact

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#### Profile

**Objective:** Seeking a career in a company that provides a competitive environment and an opportunity to Learn and develop both professional and personal life.

#### Career Highlights

- Tally & Quick Book Knowledge
- 2 Year 6 Months GCC working experience(Qatar)
- General Ledger Accounting
- Team Working Ability, Flexibility
- Honest and Self motivated

#### Work Experience

##### **BLUE BERRY INTERNATIONAL-KERALA,INDIA**

Accounts Trainee (1 Year)**2018 - 2019**

- Computerized Accounting Programs–Tally, Quick Book, MS-Office
- Maintaining Accounts payable & Receivable
- Post and process journal entries to ensure all business transactions are recorded
- General Expenditure Accounts & Allocation of Expenditure
- Book keeping, Data entry

##### **AL ANSARI TRADING COMPANY – DOHA,QATAR**

Accounts Assistant (2 Year 6 Months) **July 2015 – Dec 2017**

- Issue invoices and handling receivables.
- Interact with customers in friendly ,professional manner
- Update accounts receivable and perform reconciliations
- Assists with month-end inventory, prepare necessary reports

#### Personal Highlights

- Dynamic and proactive with excellent leadership quality
- Committed and Reliable
- Ability to work under pressure
- Good communication skills & team player
- Good problem solving and analytical skills

Languages			
<b>English</b> (fluent)	<b>Hindi</b> (fare)	<b>Arabic</b> (fare)	<b>Malayalam</b> (native)

Education
<p>❖ <b>BACHELOR OF COMMERCE – CO-OPERATION</b> Mahatma Gandhi University, S.N.M College Maliankara,India</p> <p>❖ <b>HIGHER SECONDARY EDUCATION – COMMERCE</b> Kerala State Examination Board</p>

Computer Skills
<ul style="list-style-type: none"> <li>➤ Tally ERP 9</li> <li>➤ Office Packages: MS Office</li> <li>➤ Basic computer skills</li> <li>➤ Quick book</li> </ul>

Personal Data
<p>Date of birth: 21<sup>st</sup> January 1995</p> <p>Religion: Islam</p> <p>Citizenship: Indian</p> <p>Civil status: Single</p> <p>Passport no: L7246588</p> <p>Date of expiry: 08/02/2024</p> <p>Place of issue: Cochin, India.</p> <p>Visa Status: Visit Visa</p> <p>Valid Till: Valid till Sep 08</p> <p>Address: Kerala, India.</p>

References
<b>Available up on request</b>

Declaration
<p>I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.</p> <p><b>Place:</b></p> <p><b>Date:</b></p> <p style="text-align: right;"><b>(Shanavas E.S)</b></p>