



PROFESSIONAL SKILLS

Excellent Communication, listening and motivating skills.

Going forward with the focus on what is most needed for the growth of a business.

Ability to learn quickly is my forte that has helped me successfully .

Treat everyone well all the time and find their problems and shortcomings and improve them.

Ability to achieve in the field of accounting and make business transactions quickly.

manage various jobs givenAbility to work with a team of dedicated professionals for achieving the deadlines for the execution of work

JAMSHEED K K

Mobile: +971588736364 Email: jamsheedi11345@gmail.com

OBJECTIVE

To enhance a career that tests my professional abilities, add value and make an attempt to achieve organization and individual goals, also to further enhance my skills through learning and meet the challenges in any giving chance.

WORK EXPERIENCE

1. 1 Year and 5 months of experience as Accountant and Manager at POOMAS TRADING COMPANY

- Assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards.
- maintain the general ledger operations.
- support the month end close process.
- audit, process and pay vendor invoices in an accurate and timely manner
- Coordinate invoices to purchase orders and bill customers.
- assist with budget development and financial forecasting.
- assist with tax filings record and process .
- employee expense reports and reconcile credit card statements.
- coordinate audits in accordance with internal and external procedures and assist with special projects related to process improvements.
- Oversee day-to-day operations
- Design strategy and set goals for growth
- Maintain budgets and optimize expenses
- Set policies and processes
- Ensure employees work productively and develop professionally
- Buy products that sells for a good profit.
- Buy good products, high demand products.

2. 8 months of experience Accountant at AMAN BOOKS STALL

- Invoice billing handles complaints and inconsistencies and issues credit memos when needed.
 - Research and integrate customer accounts / invoices to ensure accurate and timely billing.
 - Responsible to gather the information and preparing cash flows.
 - Creating of reports of daily turn over by the company.
-

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Malayalam

COMPUTER SKILLS

- TALLY ERP9
- PEACHTREE
- QUICK BOOKS
- BUSY WIN
- MS OFFICE

PERSONAL DETAILS

Dob : 11-09-1999
Nationality : Indian
Father's Name : Abdul Hameed KK
Gender : Male
Religion : Islam
Marital Status : Single
Address : 24-28 Al Nahdha St,
Al Fahidi - Dubai
Passport Number: V2212069
Date of Issue : 08/09/2021
Date of Expiry : 07/09/2031
Visa Status : Visit Visa
Date of issue :12/05/2022
Date of Expiry :19/08/2022

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- **DIFA (DIPLOMA IN INTERNATIONAL FINANCIAL ACCOUNTING)**
ISIT
- **DEGREE (B.Com)**
UNIVERSITY OF CALICUT
- **HSE (DIPLOMA IN HEALTH SAFETY AND ENVIRONMENT ENGINEERING)**
ATC BERF INTERNATIONAL INSTITUTE KOLLAM
- **NEBOSH-IGC**
THE NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH
- **HIGHER SECONDARY EXAMINATION**
KERALA BOARD OF HIGHER SECONDARY EXAMINATION
- **SECONDARY EDUCATION**
BOARD OF PUBLIC EXAMINATION KERALA STATE

KEY STRENGTHS

- Good interpersonal and communication skills
- Dedication
- Hardworking and passionate to work in a team
- Positive attitude
- Eager to face challenges
- Ability to work under stressed conditions
- Knowledge of accounting practices
- Strong analytical problem solving skills
- Knowledge of general business practices

DECLARATION

I hereby declare that all the statements given above are true to my knowledge.

JAMSHEED K K