

MAHAROOF A P
Muscat-Sultanate of Oman
Mob: +968-95679762
Email: mahruf786@gmail.com



Career Objective

Seeking a position to utilize my skills and abilities in an organization that offers professional growth while being resourceful, innovative, and flexible and determine.

Professional Experience

Telephony Communication Technologies LLC –Oman

September-2015 - Present

- Created financial reports and supported all areas of responsibility with in a 8 person finance team.
- Analyzed, examined and interpreted account records, complied financial information, and reconciled reports and financial data.
- Process journal, entries and perform accounting corrections to ensure accurate records.
- Performed process analysis, and communicated recommendations to management.
- Performed inventory allocation and arrangements.

Telephony Communication & Electronic Tech LLC – Sharjah

August-2014 – August - 2015

- Created financial reports and supported all areas of responsibility with in a 6 person finance team.
- Analyzed, examined and interpreted account records, complied financial information, and reconciled reports and financial data.
- Process journal, entries and perform accounting corrections to ensure accurate records.
- Performed process analysis, and communicated recommendations to management.
- Performed inventory allocation and arrangements.

Practicing Accountant & Regd. Tax Practitioner), Kannur, Kerala. April-2013 – May - 2014

- Created financial reports and supported all areas of responsibility with in a 12 person finance team.
- Analyzed, examined and interpreted account records, complied financial information, and reconciled reports and financial data.
- Process journal, entries and perform accounting corrections to ensure accurate records.
- Performed process analysis, and communicated recommendations to management.

Educational Qualification

- BBM (Bachelor of Business Management) from Adithya Kiran College of Applied Studies, Krishnagiri, under University of Kannur in 2013.
- Plus Two at Govt. Boys Higher Secondary School, Madayi, Kannur under the Board of Vocational Higher Secondary Examinations Memorandum in 2004.
- 10th standard at Govt. VHSS for Boys, Madayi, under Kerala State Board.

Software Proficiency

- ▷ **Operating System** : Windows XP, Windows 7, Windows 8, Windows 2003, Windows 2008 and Windows 2012.
- ▷ **Software** : Microsoft Office ((MS Word, Excel, and Power Point)
Diploma in Foreign Accounting (Tally, Peachtree, Quick Book).

Project Details

- ▷ **Final Project Undertaken in BBM.**
Title: A study organizational Functions
Duration: 45 days
Company Reference: Dinesh Foods Private Ltd. Kannur with reference to Finance Department.

Skills & Attributes

- Able to work under pressure and meet deadlines with ease and efficiency.
- Excellent presentation skills, business/corporate correspondence and communications Skills in verbal and written English language.
- Achievement and result oriented with an ability to manage change with ease.
- Organizing / planning work flow to meet periodical deliverables within the dead line.
- Able to understand the demands, needs, satisfaction, etc., of the clients and employer.
- Ability to define positions exact duties & responsibilities.
- Hard working, confident, highly organized, and enthusiastic and goal oriented.
- Extremely well versed with computer and many related applications.

Personal Details

Sex	:	Male
Date of Birth	:	28 th May 1992
Nationality	:	Indian
Religion	:	Islam
Passport Details	:	K0520668
Languages	:	English,Hindi,Malayalam,Tamil.
Visa Status	:	Work Visa
Marital Status	:	Married
Father's Name	:	Hamza Vp.
Permanent Address	:	ANCHARAPPATTIL HOUSE KANNUR-KERALA-INDIA PIN - 670303
Present Address	:	Muscat-Sultanate of Oman

Declaration

I hereby and solemnly declare that the above written particulars are true and best of my knowledge.

Maharroof.AP