



SHEFEEK S

ACCOUNTS AND FINANCE OFFICER

CONTACT

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EDUCATION

- M.com Finance**
University of Kerala
2018-2020
- Diploma In Computerised
Professional Accounting**
Skilltech Computer Education Center
2012
- VHSE with English Typewriting**
PTM VHSS, Maruthoorkonam
2003-2005

LANGUAGES

- ✓ Malayalam
- ✓ English
- ✓ Hindi
- ✓ Tamil

ABOUT ME

To pursue a highly challenging career in the field of Finance, Accounts & Taxation, where I would apply my knowledge, experience and ideas to develop high calibre professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

WORK EXPERIENCE

- Perfect Honda, Trivandrum | Accountant
2018-2019
- Sujina Manpower Consultancies | Accountant
2017-2018
- AL REEM CAR ACCESSORIES | Accountant cum
Inventory Controller
2014-2016
- Popular Mega Motors (I) Ltd | Executive Finance and
Accounts
2013-2014
- Missions or tasks realized:**
 - Purchase Integration
 - Inventory Controlling
 - Monthly Stock Valuation
 - Preparation of Purchase Order as per requirements
 - Salary preparation for employees
 - TDS report
 - TCS report
 - Preparation of Price list for various Vehicles
 - Purchase and sale for other Dealer
 - Preparation of Customer Account Settlement
 - Managing various financials including balance sheet,
income statement and state of changes in net assets,
financial highlights and notes to financial statement
 - Consolidating and preparing of MIS reports to provide
feedback to top management on financial accounts.

COMPETENCES

- | | |
|-----------|-------|
| MS OFFICE | Skill |
| TALLY | Skill |
| CRS | Skill |