



SHAJEER S

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+91 8089387739

CAREER OBJECTIVES

To become associated with an organization where I can utilize my skills and gain further experience while enhancing the organization's productivity and reputation.

WORK EXPERIENCE

Presently working at Bridge Point Skills and Network Pvt Ltd Pothenkode Trivandrum (Accounts Assistance)

- Handling all accounts related activities of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) project (using Tally and Public Financial Management System PFMS).
- Handling all accounts related activities of Additional Skill Acquisition Programme (ASAP).

1.4 Years worked as an Accounts Manager at Fathima Agency, Balaramapuram.

- Responsible for preparing and analyzing financial statement and balance sheet of the company
- To keep the records of all the transactions (Accounts Receivable, Accounts Payable, Sales Book, Purchase Book).
- Maintain Inventory Records on computer.
- Maintain Bank Reconciliation Statements.

3 Years worked as an Accounts Manager at Kollam Latex, Balaramapuram.

- Maintain Inventory Records on computer.
- Maintain Bank Reconciliation Statements.
- Responsible for preparing and analyzing financial statement and balance sheet of the company
- To keep the records of all the transactions (Accounts Receivable, Accounts Payable, Sales Book, Purchase Book).

ACADEMIC QUALIFICATION

- Completed MBA(Financial Management) in JNM Institute of Management Studies, Trivandrum
- Completed Degree of B.COM With Computer Application from Emmanuel College, Vazhichal under Kerala University.
- Plus Two (Commerce) passed out in 2012, GVHSS Parassala, Trivandrum.
- PROFESSIONAL DIPLOMA IN INDIAN, FOREIGN AND SAP ACCOUNTING (PDIFAS)

TECHNICAL KNOWLEDGE

- Tally
- Wings
- SAP
- MS Office

LANGUAGES KNOWN

- Malayalam : Read, Write, Speak
- English : Read, Write, Speak
- Hindi : Read, Write, Speak
- Arabic : Read, Write
- Tamil : Speak

MY STRENGTHS

- Team work skills
- Honesty and Integrity
- Confident and Hardworking

PERSONAL DETAILS

Date of Birth : 11/09/1994

Age : 25

Gender : Male

Nationality : Indian

Marital Status : Single

Address : N.S Manzil
Aruvancode,
Inchivila, Parassala P.O
Trivandrum- 695502

REFERENCE

1. Noufal Ali N (Mobile Technetium Dotcom Ruwi, High Street Oman) Mob:+91 8089435118
2. Najeebudeen M (Procurement Executive Alisco Strong Plant Trading and Contracting LLC Ghala, Sultanate of Oman) Mob:0096896456071
3. Shafeeq S (Shelf Boy in Zam Zam Hypermarket Mabelha Sultanate of Oman) Mob:0096892352899

DECLARATION

I, SHAJEER S, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place:

SHAJEER.S

Date: