SHAMEER .M

Thiruvananthapuram . Kerala

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**Professional Summary**

Proficient in accounting across multiple contexts and environments. Prior experience ranges from work setting in company of 25 to working amongst a company of 300. Adept at all functions of accounting, including balancing sheets, processing payments, managing accounts payable, and providing executive administrative support. Also proficient in Tally ERP 9 , Microsoft Office and other accounting software platforms and applications that may be used. Dedicated to providing exemplary work and supporting the overall mission of the department and company.

**Skills**

* Proficient in all major accounting software platforms
* Exemplary communication skills in written and spoken form
* Superior ability to handle multiple accounting tasks
* Attention to detail throughout every aspect of work
* Commitment to maintenance of accounting principles

**Work Experience**

**Public Accountant**

**June 2019-Present**

* Working as Accountant in G.Ramesan and Company (Rajadhani Group) to resolve problems involving accounting errors, financial trouble, or account management.
* Employed assistants and provided directives to maintain functions of the department and ensure tasks such as payroll were managed appropriately.
* Developed and presented financial reports analyzing clients’ current accounting needs and proposing viable solutions.

**Accountant Assistant**

**January 2019 to June 2019**

* Worked under the certified public accountant (ARSB and Associates) head of the department to handle tasks such as payroll and accounts receivable.
* Maintained constant contact with clients in order to ensure that their needs were met and their accounts were in satisfactory standing.
* Completed accounting tasks such as contributing to financial reports, calculating payroll, and entering financial data.

**Accounting Intern**

**April 2018 to January 2019**

* Worked at company(C-Dit) to develop the basic skills and knowledge necessary to pursuing a career in accounting.
* Served accountants and accounting assistants by observing their work, contributing, and offering feedback on the processes employed.
* Proposed organizational improvements to the company’s internship program and collaborated with department to create more effective feedback opportunities.

**Education**

-BBA Bachelor of Business Administration , IAMS (International

Academy for Management Studies)

Palayam,Thiruvananthapuram

75%

2018

Objective

- Higher Secondary (+2), Darsana HSS

Nedumangadu.Thiruvananthapuram

70%

2015

Objective

- SSLC (10th), All Saints Public School.

.Nedumangadu

73%

2013

**Hobbies and Interests**

I have many hobbies and interests that I enjoy when I am not at work. I make time for Drawing,Painting,Crafting,Making Videos for my Youtube Channel . In addition to these activities, I invest as much time as I can in my physical fitness.

**Conclusion**

Thank you for taking the time to review my resume. I truly believe that my past experience and education would make me a valuable asset for your organization. I’m particularly excited about the opportunity to learn more about (insert something specific about the company from your research) and how I can contribute to that effort.