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**SHABEER.S**

AL-JUNAINA,TC-36/29(1), Karali

KERA-186-A , Near Ananthapuri Hospital, Chackai, Trivandrum-695008 , Kerala



+91-8589894014 , +91-9037334498

shabeers6@gmail.com

**ABOUT ME** **SENIOR EXECUTIVE – FINANCE & ACCOUNTS**

**** Post Graduate with above **12 years** of experience in Finance, Accounts and Customer Relations. Offering an exceptional ability to work under any circumstances. Commited to quality performance with an ability to learn new procedures. Flexible,positive and responsive to change.

**EDUCATION**

* **Master of Commerce (M.Com)**

Annamalai University Graduated, May 2010AICTE & UGC Board Marks 60%  
Tamilnadu, India Division 1

**Bachelor of Commerce (B.Com)**

University of Kerala Graduated, March 2007AICTE & UGC Board Marks 59%  
Kerala, India Division 2

**10+2** Graduated, March 2003ST.Mary’s H.S.S Marks 72%  
Board of HSE Division 1  
Kerala, India

**SSLC** Graduated, March 2001

Govt.Model.B.H.S.S Marks 73%

Kerala, India Division 1

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| * MCFA(Master of Computerised Financial Accounting) , Digipark - India * PGDCA(Post Graduate Diploma in Computer Application),Digipark - India. * DCFA(Diploma in Computerised Financial Accounting) Accountants Service Society,- India * DCTT(Diploma in Computer Teachers Training) C-DIT– India |

**QUALIFICATIONS  
AFFILIATIONS**

**WORK  
EXPERIENCE**

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| **Company Profile : Hyve Sports (Kinfra Apparel Park)**  [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.] **Duration :** Mar 2020 to Still working**Position Held** : **Finance Manager****Responsibilities:**  * Monitoring day to day Accounting operations. * Monitoring Accounts Payables & Accounts Receivables. * Prepares MIS Statement. * GST Filing , TDS Payments, Advance Tax payments. * Preparing GST & TDS reports. * Auditing Rajeev Associates Sister Concern (Time & Dams Educational Institution Franchisee). * Reconciliation of Debtors and Creditors ledger. * Reconciliation of Bank statements .   **Company Profile : Malabar Retailers LLP (Mall Of Travancore)**  [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.] **Duration :** May 2018 to Sep 2019**Position Held** : **Senior Executive – Accounts****Responsibilities:**  * Prepares Daily Cash flow statement and MIS. * Prepares Bank Reconciliation statements and Salary statements. * Monitoring Accounts Payables & Accounts Receivables. * Entering day to day Accounting operations. * GST Filing , TDS Payments, Advance Tax payments. * Preparing GST & TDS reports. * Ensuring on-time collections and monitoring cash management. * Book Keeping. * Reconciliation of Debtors and Creditors ledger. * Managing petty cash and maintaining reports for petty cash  **Company Profile : PTC Builders** **Duration :** Aug 2017 to May 2018**Position Held** : **Senior Executive – Finance & Accounts****Responsibilities:**  * Prepares Daily Cash flow statement and MIS. * Prepares Bank Reconciliation statements and Salary statements. * Entering day to day Accounting operations. * GST Filing , TDS Payments, Advance Tax payments. * Preparing GST & TDS reports. * Ensuring on-time collections and monitoring cash management. * Book Keeping. * Reconciliation of Debtors and Creditors ledger. * Managing petty cash and maintaining reports for petty cash * ESI, EPF, Muster rolls.  **Company Profile : TrichurSurgicals(TRISCO)** **Duration :** May 2015 to March 2017**Position Held** : **Senior Accountant cum Admin****Responsibilities:**  * Enters both receipt and payment vouchers in Tally. * Prepares Bank Reconciliation statements and salary statements. * Entering day to day accounting operations. * Enters both purchase and sales vouchers in Tally. * Prepares Daily Cash flow statement. * Preparing VAT & TDS reports. * Responsible to lead a team of 6 staffs. * Ensuring on-time collections and monitoring cash management. * Managing and monitoring branch. * Responsible for overall profitability of the branch.  **Company Profile : Popular Auto dealers(P) Ltd****Duration :** Aug 2012 to Jan 2015**Position Held** : **Executive – Finance & Accounts**  **Responsibilities:**   * Enters both receipt and payment vouchers in Tally. * Prepares Bank Reconciliation statements and salary statements. * Entering day to day accounting operations. * Enters both purchase and sales vouchers in Tally. * Prepares Daily Cash flow statement. * Prepares MIS Statement. * Preparing VAT & TDS reports.  Auditing the regional outlets.**Company Profile : Muthoot Finance Ltd****Duration :** June 2008 to July 2012**Position Held** : **Junior Executive**  **Responsibilities:**   * Handles each and every section of the branch independently (Gold loan, Gold bond, Accounts etc). * Enters both receipt and payment vouchers in Muthoot soft (Muthoot soft is the accounting software used by the company). * Prepares Bank Reconciliation statements and salary statements of the branch. * Coordinates with Branch Manager to achieve the targets of the branch given by the company. * During job rotation works as Cashier for one year. * Handles Money transfer section and Forex Business inside the branch. |

**WORK  
EXPERIENCE**

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**SKILLS**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking

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| * MS Excel | * Photoshop CS5 |
| * MS Power Point |  |

**COMPUTER**

**PROFICIENCY  
  
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| * Malayalam |
| * English |

**LANGUAGES**

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| * Music | * Football |
| * Travelling | * Badminton |
| * Watching Movies |  |

**PERSONAL  
  
INTERESTS**

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| --- | --- | --- | --- |
| Father: | Mr. Sharafudeen.S | Marital Status: | Married |
| Birthday: | May 21st 1985 | Nationality: | Indian |
| Gender:  Contact : | Male  +91-8589894014 |  |  |

**PERSONAL  
  
DETAILS**

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| AL-JUNAINA TC-36/29(1),Karali,KERA- 186(A)  Near Ananthapuri Hospital, Chackai  Trivandrum-695008  Kerala |

MY ADDRESS  
  


**Declaration**

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



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 SHABEER.S Place:  
 Date: