

SHAMSUDHEEN KALAYATH

ACCOUNTANT

MALAPPURAM, KERALA

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+917559869504



PURSUING CA COURSE AT INTERMEDIATE LEVEL

EDUCATION

SAP (SYSTEM APPLICATION AND PRODUCTION DATA PROCESSING) in SAP-B ONE, FICO, MM
ACCOUNT SERVICE SOCIETY-Ernakulam, Kerala 2020

CA-IPCC

INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA - Calicut, Kerala 2021 (pursuing)

B.COM – COMMERCE

UNIVERSITY OF MADRAS DISTANCE EDUCATION , CHENNAI 2016-2019

INTEGRATED COURSE ON INFORMATION TECHNOLOGY AND SOFT SKILL(ICITSS)

INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA - Calicut, Kerala 2018

HIGHER SECONDARY

MSP HIGHER SECONDERY SCHOOL- Malappuram, Kerala-March 2016

CBSE

INTERNATIONAL INDIAN SCHOOL, Jeddha-Jeddha-March 2014

EXPERIENCE

ACCOUNTANT CUM CASHIER

DOWNTOWN CAFE (HOPETOWN LLP), ERNAKULAM
2019 - 2020

ACCOUNTS EXECUTIVE

OKEY & ASSOCIATES TAX CONSULTANT, MALAPPURAM
2020 – ON GOING

SKILLS

- TALLY (2 YEAR +)
- ACCOUNTING
- BOOKKEEPING
- ACCOUNTS PAYABLE
- PAYROLL
- QUICKBOOKS
- PEACHTREE ACCOUNTING
- MICROSOFT OFFICE
- COMPUTER SKILLS

CERTIFICATIONS AND LICENSES

- ICITSS
- DIPLOMA IN CORPORATE ACCOUNTS & MANAGEMENT
- DIPLOMA IN MATERIAL MANAGEMENT
- SAP FICO
- SAP MM
- ADVANCE EXCEL CERTIFICATE
- PROFESSIONAL ACCOUNTING PRACTICE EXPERIENCE CERTIFICATE
- TALLY CERTIFICATE
- SAGE CERTIFICATE
- QUICK BOOK CERTIFICATE
- GST CERTIFICATE
- UAE VAT

ADDITIONAL INFORMATION

- STRONG COMMUNICATION SKILLS
- ADVANCED BOOKKEEPING SKILLS
- ADMINISTRATIVE SUPPORT
- INVOICE CODING FAMILIARITY
- ACCOUNT RECONCILIATION
- CASH FLOW ANALYSIS
- ACCOUNTING OPERATIONS
- MS OFFICE SUITE
- ACCOUNTS PAYABLE AND RECEIVABLE
- MEETING COORDINATION
- DATA ENTRY
- EXPENSE REPORTING
- INVOICE PREPARATION
- BOOKKEEPING

- TECHNICAL SUPPORT
- SCHEDULING
- GENERAL LEDGER ACCOUNTING
- MAIL HANDLING EXPERTISE
- QUICK LEARNER
- OFFICE MANAGEMENT
- TIME MANAGEMENT
- SORTING AND LABELING
- PERFORMANCE IMPROVEMENT

PERSONAL DETAILS

FATHER'S NAME: ALAVI

ADDRESS: KLAYATH(H)

POTTAMKULATHIL

IRUMBUZHI (PO)

MALAPPURAM

676509

BIRTHDAY: 08/02/1997

GENDER: MALE

MARITAL STATUS: SINGLE

DECLARATION

I, SHAMSUDHEEN, HERE BY DECLARE THAT THE INFORMATION CONTAINED HERE IN IS TRUE AND FAIR TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SHAMSUDHEEN KALAYTH

09/02/2021