



SHAMEEJ VT

ACCOUNTANT PROFESSIONAL

Contact

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Address

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Personal Data

Date of Birth :05-06-1998
Marital :Single
Gender :Male
Nationality :Indian
Passport NO. :P3705109
Visa Status :Visit Visa

Reference

Mr. Nisabudheen

General Manager
Bismi Enterprises
Ph : +919656991144

Mr. Sadique Tp

OT Senier consultand
Charteredlounge Corporate
Solutions L.L.P
Ph : +9147893515

PROFILE SUMMERY

I am graduates in B.com Finance and I studied Certified Accounting Management . I have the knowledge of ERP Software's like Tally. I have practiced VAT. I am interested to work in a challenging environment, to obtain a position in an organization which can help me to improve my career and good growth along with company. I will utilize best of my skills, abilities and strategies to obtain the organizational goals and also for the future developments.

WORK EXPERIENCE

2020 JAN- 2020 DEC

Accounts Assistant

Chartered lounge corporate solutions L.L.P,
Malappuram

- Practice in both manual and computerized accounting.
- Data Entry.
- GCC VAT Computation and Reporting to the Management.
- GST Registration and Return filing.
- Analysis and Preparation of financial statements.
- Maintenance of various accounting register for Purchase and Sales
- Establish tables of Accounts and assign entries for Purchase and Sales.
- Reconciliation of Bank, Debtor, Creditor and Stock.
- Assisting for Auditing and Income tax.

2021 JAN- 2022 JAN

Accountant

Bismi Eenterprises, Makkaraparamba

- To maintain and finalize the books of accounts.
- Preparation of inventory valuation reports or stock summery.
- Preparation of trading and profit and loss or income or expenditure accounts and balance sheet of company.

Languages

- English
- Malayalam
- Tamil

- Book keeping and accounting invoicing, receipts generation, payment preparation.
- Petti cash handling.
- Preparation of reconciliation of bank accounts.
- Preparation of GST return and submission.
- Preparation of staff leaves salary.
- Preparation of Account receivables Account Payables account
- Cash flow forecast and its analysis on monthly basis and fund management.

EDUCATION

2017-2019	DEGREE OF BACHELOR COMMERCE Madurai Kamaraj University
2017-2018	CERTIFIED MANAGEMENT ACCOUNTING Institute of Management Accounting
2014-2016	HIGHER SECONDARY Board of Public Examination Kerala
2014	SSLC Board of Public Examination Kerala

TECHINICAL SKILLS

- Tally ERP.9
- MS Office-Microsoft Excel Global
- Vypar Billing Software
- Computer Fundamentals, Windows XP, Windows 7, Linux

DECLARATION

I hereby declare that the information furnished above is true, correct and complete to the best of my knowledge.

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