

RESUME



+971-5888-55-689

Shahrookspecial@gmail.com



SHAHROOK KHAN.H

Objective:

To Scale New Heights of Success with Hard Work and Dedication and leave a mark of excellence on every step and to work for assignments which involve analytical capabilities and professional growth. Highly familiar with directing personnel training, end user support, and reporting functions. Outstanding presentation and communication skills.

SUMMARY:

- Skills in ERP Packages of SAP Business One, FI/CO, Tally 9.0, Peachtree and Quick Books.
- Proficient in computer basics and comfortable with MS office packages, Internet and Emails.
- Efficient in generating daily reports and record upkeep.

Professional Experience:

AL SAHRA PRINTING PRESS LLC, SHARJAH

Accountant - Jan 2021 to Till Date

SAFETY ENGINEERING - ERNAKULAM - INDIA

Accountant cum Cashier - July 2018 to January 2021

SCHOOL OF CORPORATEACCOUNTS - ERNAKULAM - INDIA

Account Assistant - June 2017 to June 2018

Education:

Course of Study	Year of Passing	University/Board
ADVANCE DIPLOMA IN CORPORATE ACCOUNTS MANagements	2018	SCHOOL OF CORPORATE ACCOUNTS ERNAKULAM
BCOM	2017	MG UNIVERSITY, KERALA
PLUS TWO	2014	BOARD OF VOCATIONAL HIGHER SECONDARY EXAMINATION, KERALA
S.S.L.C	2012	BOARD OF PUBLIC EXAMINATION, KERALA

KEY SKILLS:

- Finalization of Financial Statements (Trading, profit & Loss A/c and Balance Sheet)
- Approval of Purchase orders, Financial planning
- Handling monthly journal entries, accounts and various ledgers.
- Preparation of various accounting reports, Income & Expenditure statements, Bank Reconciliation statement etc.
- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book and other Subsidiary Books.
- Preparation of Purchase Register – Sales Register – Cheque Receivable Register – Cheque Payable Register
- Writing up of book and finalization of accounts of Trading, Manufacturing, Service and Nonprofit Organization

Personal Information:

Fathers Name	:	Haja Rawther
Mother Name	:	Sheeja.K
Date of Birth	:	03-07-1996
Languages Known	:	English, Hindi, Malayalam & Tamil
Nationality	:	Indian
Visa Status	:	Work Visa

I hereby declare the above information given are true and 100% accurate to my knowledge.

Place : SHARJAH
Date :

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