**CURRICULUM VITAE**



Jamsheed P

**Present Address**

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An accounting position offering the opportunity to utilize my professional financial expertise, extensive business experience, and ability to interact with senior management and with the business community on a worldwide basis.

**OBJECTIVES**

* Excellent communications, presentation & interpersonal skills.
* Extensive computer experience
* Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members
* Hard working creative, dedicated, well-organized, self-motivated and positive attitude.
* Ability to work in multi – cultural environment.
* Self-motivated and pleasing manners.

**EDUCATIONAL QUALIFICATIONS**

* **Bachelor of Business Administration (BBA) – University of Calicut, Kerala- India**
* **VHSE (Commerce) Board of Vocational Higher Secondary Exam.**

**Microsoft Applications :**Ms-Word,Ms-Excel,Ms-Power Point Ms Outlook

**Accounting software :**Tally, Peachtree, Gravity

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| **Stepping Stone Accounting Company P.Ltd**  Designation : Accountant  Period : From 18- August - 2014 To 22- August- 2015  Company Profile : A well reputed accounting firm in India  **Madina Group of Company in Dubai**  Designation : Accountant & IT (**IT Administrator, Inventory Controller And Data Entry) - Present- UAE(Dubai)**  Period : From 20-Dec-2015 – 20-August-2018 |
| * **Job Profile** * Prepare Monthly Cash flow statement & finalize Trial Balance with supporting schedules * Monitor the whole range of account payable, Receivable &.Budget preparation * Ensure effective fixed assets & inventory control is applied * Monthly staff cost Calculations(payroll, provision for leave salary, gratuity,& provisions to pension fund) * Prepare Payment voucher, Journal voucher, credit voucher, debit voucher * Acted as cashier, light typist, and bank depositor. * Performed general office duties and administrative tasks. * Assisted the external auditor * bank transactions and reconciliation | |

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| * **Job Profile in Madina Group of company** * All Types of payments (Petty cash,Main cash & Bank payment) * Prepare cheque payments * Preparing local purchase order goods receipt note, goods return vouchers verifying and approving. * Stock taking and stock adjustments. * Preparing credit note using software * Basic knowledge of finance management and banking * Knowledge about sales and MIS reports. * Stock transfers and stock transfer receipts. |

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|  | **READ** | **WRITE** | **SPEAK** |
| **english** | **√** | **√** | **√** |
| **ARABIC** | **√** | **√** | **X** |
| **HINDI** | **X** | **X** | **√** |
| **MALAYALAM** | **√** | **√** | **√** |

Date of Birth : 28thJune1991

Marital Status : married

Religion : MUSLIM

Nationality : INDIAN

Passport No. : M 4663158

Place of Issue : Kozhikode, Kerala, India

Date of Expiry : 22 December 2024

Visa details : Visit Visa

**Declaration:**

I hereby declare that the above mentioned information is true and fair in my belief

**JAMSHEED.P**

**DUBAI**

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