**CURRICULUM VITAE**

Jamsheed P

**Present Address**

**Phone: 00971-525112373, 507251167**

**Dubai – UAE**

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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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