

CURRICULUM VITAE

SHEFEER. N.A

E-mail : shafeer_na@yahoo.com

Mob : 66121678 , 66480241

Doha - Qatar



Objective

To pursue and excel in a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

Work Experience

Company Name : S.T.ENTERPRICES Pvt. LTD. Kerala.
Position Held : Accountant
Duration : January 2007 onwards

Responsibilities

- ❖ Responsible for entire Accounting / Document Management and clerical jobs of the company.
- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Make profit & Loss report and submit to the Manager.
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time,when required by the relevant employees.
- ❖ Installation and back up of Tally.
- ❖ Urgent maintenance of computer hardware and software upgradation etc.

Company Name : CHARTERED ACCOUNTANT FIRM ,Kerala
Position Held : Audit/Accounts Assistant
Duration : Jan 2006 to Dec 2007

Responsibilities

- ❖ Maintaining the books of accounts up to finalization.
- ❖ Receipt, issue and inventory control of material.
- ❖ Bank deposits, Payments and reconciliation.
- ❖ Preparation of Month end reports, Year end reports.
- ❖ Evaluate monthly profit and loss account.
- ❖ Checking vouchers with supporting documents.
- ❖ Checking all the tax related documents.
- ❖ Correcting the ledger accounts.
- ❖ Preparation of Vouching Notes.
- ❖ Preparation of individual salary statements on monthly basis.
- ❖ Preparation of Depreciation statements.

Educational Qualifications

Course	University/Board
M.Com	University of Madurai Kamraj
B.Com	Calicut University
10+ 2 (12 th Standard) (Commerce)	Board of Higher Secondary Examination
SSLC	Kerala State Education Board

Trainings Obtained

Training/ Seminar	Conducted by	Duration	Status
Diploma in office management & Financial Accounting – Tally 7.2, Peachtree, Dac Easy, Tata – ex	Microspace Information Technology	12 Weeks	Completed
Tax Practicing and Accounting	Tax Study centre	1 Semester	Completed

Computer skills

Microsoft office, Tally, Peachtree, Customized Account Management software

Personal traits

Ability to learn things fast
Takes responsibility, creative
Self confident with positive mind set

Languages Known

English, Malayalam

Personal Information

Contact No : 66121678 , 66480241
Sex : Male
Date of Birth : 26th October 1984
Nationality : Indian
Religion & Community : Islam, Muslim
Languages Known : English and Malayalam
Marital status : Single
Passport No : G5127140
Visa Status : Company Sponsored .

References

1. K.A.NAZARULLA (F.C.A.),
CHARTERED ACCOUNTANT,
PHONE: 0487-2335247, 9447016917

2. KUNHU.N.M
COMMERCIAL BANK OF QATAR
DOHA –QATAR
MOB : 55397520

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Doha Qatar

Shefeer.N.A

Date: 14/01/2012