

## CURRICULUM VITAE



**Jehfar A Jaleel**  
CPR: 960234110  
Hamad Town

Phone: 34040911  
Email ID: jaleeljehfar@gmail.com

### CAREER OBJECTIVE

- To work in a challenging position in a fast-paced environment that will allow for personal growth and career advancement, where my knowledge and expertise are shared and enriched.
- Work with a growth-oriented company that offers me challenging responsibilities and the potential for advancement.

### PROFESSIONAL CERTIFICATION

1. **TallyACE Certified** – Certificate No: 902051946

### EXPERIENCE

**TOTAL – 2.5 YEARS**

1. **Accountant** at C and A Global services and Trade LLP, Edappally, Ernakulam(12 months)
2. **Accountant** at Cochin Motors, Edappally, Ernakulam(12 months)
3. **Accountant** at Focus pools Hamad Town, Kingdom of Bahrain(currently working)

### EDUCATIONAL QUALIFICATION

Course	Year	University/ Institution
M.com – E commerce	2017-2019	Mahatma Gandhi University/ Presentation college of Applied Science
B.com –Finance & Taxation (Computer Application)	2013-2016	Mahatma Gandhi University/ DePaul Institute of Science and Technology (DiST)
Higher Secondary School –Commerce	2011-2013	Board of Higher Secondary Examination Government of Kerala
Secondary School Leaving Certificate	2011	General Education Department Government of Kerala

## LANGUAGES

**Languages Known:** English, Hindi, Malayalam, Tamil, Arabic (Write and Read)

## SPECIALIZATION

- ✓ Fundamentals of Accounting
- ✓ Maintaining Chart of Accounts
- ✓ Recording Day – to – Day Transactions
- ✓ **Accounts Receivable and Payable Management**
- ✓ Maintaining Stock Keeping Units (SKU)
- ✓ Value Added Tax (VAT)
- ✓ Goods and Service Tax (GST)
- ✓ Recording Vouchers with **Tax Deducted at Source** (TDS)
- ✓ **Management Information System** Reports (MIS)
- ✓ **TALLY (ERP:9.0)**
- ✓ Knowledge in **MS Office** application
- ✓ **Windows/Linux** operating system
- ✓ Computer Keyboard Skills
- ✓ Ability to deal with various Accounting software

## PERSONAL SKILLS

- Effective communication and listening skills
- Analytical and problem-solving skills
- Advanced understanding of Commercial terms
- Ability to work long hours
- Innovative and resilient
- Team leadership quality
- Commitment to assignments
- Excellent interpersonal skills

## PERSONAL PROFILE

Passport Number : R5250252

Fathers Name : Abdul Jaleel P.K.

Date of Birth : 08/02/1996

Sex : Male

Nationality : Indian

Marital Status : Single

Religion : Islam

## Reference

1. Mr. Jose John Poomkudy  
Director  
C and A Global Service and Trade LLP  
Edappally, Ernakulam  
Kerala, India  
Ph: +91-944706555

2. Mr. Abilash VS  
General Manager  
Cochin Motors  
Edappally, Ernakulam  
Kerala, India  
Ph: +91-9847840730

## **DECLARATION**

I do here by confirm that the information furnished above is true to the best of my knowledge and belief. I can contribute my hard work, sincerity, positive attitude and professional qualification to the progress of our organization.

**Place:** Al hamala, Hamd Town

yours faithfully,

**Date:**

Jehfar A Jaleel