

RESUME

MUHAMED SAMJAD. V.M

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Objective

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

Education

B.com (University of **M.G.**)

Plus Two(Board of Kerala)

S.S.L.C (Board of Kerala)

Computer Literacy

Advanced knowledge of Accounting package **Tally 7.2, 9, ERP 9,**
PLUS B
Proficient Knowledge in **M.S Office**

Professional Experience

- Worked as an Accountant **M/s Accounts (Accounts Contractors)**
Cochin – Kerala – India, P.V.Paulose M/s Accounts Ambadi lane,
Cochin-35. India, Ph.0484-238468 (2010 to 2013)
- Worked as an Accountant& System Administrator **M/s Allieds lifestyle**
Kunnamkulam, Kerala, India, Ph04885-210880(From 2013 to 2014)
- Worked as an Accountant **M/s STAR WORLD ELECTRONICS CO**
W.L.L (Wholesale & Retail, Import & Export of Computer & mobile
Accessories)- Bahrain, (From 2014 to 2017)
- Working as an Accountant **M/s WAFA COMMUNICATION** (Wholesale
& Retail, Import of Computer & mobile Accessories)- Bahrain, (From 2017
to till Date)

Job Profile

- Control over all Accounting and Financial matters.
- Handling and maintaining Accounts upto Finalization
- Preparation of year ending Schedules and Accounts for Audit
- Reconciliation of: -

Bank, H.O, Branches, Debtors, Creditors and Stock.

- All kinds of Bank Transactions.
- Maintaining Purchase & Sales including Stock Register.
- Maintaining Payroll

Personal Details

Date of Birth : 28/10/1990
Father's Name : Muthu Koya Thangal
Religion / Caste : Muslim / Islam
Sex : Male.
Nationality : Indian
Marital Status : Single
Languages Known : English, Hindi, Malayalam

PASSPORT DETAILS

Passport No. : J 7433719
Date of Issue : 26/08/2011
Date of Expiry : 25/08/2021
Place of Issue : Cochin

BAHRAIN DRIVING LICENCE

License No : 891029850
Date of issue : 20/09/2017
Date of Expiry : 19/09/2022

Declaration

I hereby declare that all the fact stated above is true and correct in best of my knowledge and belief.

Sincerely,

MUHAMED SAMJAD. V.M