**CURRICULUM VITAE**

Sirajuddeen velikkakath

P.O. Box: 5292 Manama

Kingdom Of Bahrain

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| Mobile | **:** | + 973 33509680 |
| Email | **:** | [sirajvpk@gmail.com](mailto:sirajvpk@gmail.com) |

# Career objective

Seeking a long-term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

# Educational Knowledge:

* + **B.A** (Completed)

Board **:** University Of Calicut, Kerala, India.

* + **PDC** (Commerce)

Board **:** Board of Higher Secondary Examination, Kerala, India.

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Board **:** Board of Public Examinations, Kerala, India.

# Software Knowledge:

* + Completed Diploma in Computer Application. (Proficient in Ms Word, Excel, Internet, Email)
  + Proficient in Computer accounting (Tally, APX, Diamond)
  + Other Basic operating knowledge

# Languages Known:

English, Arabic, Hindi and Malayalam (Speak, read and write)

**Accountant**

From May 2007-July 2019

Sky International Trading W.L.L

Manama. Bahrain.

Reference:

Mr. Sadique Madathil.

General Manager.

Sky international trading W.L.L

# Contact: 39642122

# Job Responsibilities:

* **Daily transaction entry**
* **Maintain cash and bank account**
* **Creating monthly statements and report**
* **Correspondence and handling customers on necessary occasions.**
* **Maintain book keeping ,stock keeping**
* **Payment**
* **Credit controller and follow up.**
* **Budgeting and costing for the stores.**

**Business Analyst**.

From Sep 2019-present

Jawad Business Group

Manama. Bahrain.

Reference:

Mr. Shemendra Singh Chauhan.

Brand Manager.

Jawad Business Group

# Contact: 34321944

# Job Responsibilities:

* **Creating a detailed business analysis, outlining problems, opportunities and solutions for a business**
* **Budgeting and forecasting**
* **Planning and monitoring**
* **Pricing**
* **Reporting**
* **Defining business requirements and reporting them back to stakeholders.**

# Personal information:

Full Name **: Sirajuddeen velikkakath**

Date of Birth **:** 26-02-1979

Sex **:** Male

Religion **:** Muslim, Islam

Nationality **:** Indian

Marital status **:** married

Address **:** siraj Manzil, Beach Road, Vatakara, 673103

Passport No **:** R8312987 Place of Issue **:** BAHRAIN Date of Issue **:** 11-10-2017

# Hobbies:

Listen music, Reading, Travelling.

# Declaration:

I hereby declare that, all the above-mentioned particulars are true and correct to the best of my knowledge and belief.

Sirajuddeen velikkakath