



SHAHIR SHAJAHAN

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Address: PUTHENPLACKAL (H), KOOVAPPALLY P.O
KANJIRAPPALLY ,KOTTAYAM, KERALA , INDIA

Objective

Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

Work experience

REAL FOODS

NOVEMBER 2018 — PRESENT

OFFICE ACCOUNTANT

REAL FOOD IS A IMPORTER OF FRESH VEGETABLE AND FRUITS FROM INDIA AND SRI LANKA.
THERE MAIN BUSINESS IS TO ACT AS A WHOLE SALE DEALER OF VEGETABLES AND FRUITS IN THE CENTRAL MARKET MANAMA, BAHRAIN
I WORKED HERE AS AN ACCOUNTANT HAVING ADDITIONAL DUTIES LIKE STOCK MANAGEMENT BILLING DAY TODAY OFFICE ADMINISTRATION DUTIES..

ORIGINAL FOODS EXPORTERS

APRIL 2018 — OCTOBER 2018

BRANCH ACCOUNTING MANAGER

ORIGINAL FOODS EXPORTERS IS AN EXPORTING COMPANY , WHICH BASED ON EXPORTING FRESH VEGETABLES AND FRUITS TO THE GULF COUNTRIES . MY MAJOR RESPONSIBILITIES ARE TO BILL THE SHIPMENTS , MAINTAIN DAY TODAY CASH BOOK ,AND OTHER OFFICE DUTIES.

INDIA STEELS AND METALS

OCTOBER 2016 — JANUVARY 2018

MANAGER CUM ACCOUNTANT

WORKED HERE AS THE MANAGER FOR THE BUSINESS . INDIA STEELS IS A COMPANY WHICH HAS THE BUSINESS OF SELLING OF HARDWARE PRODUCTS AS WHOLE SALE SELLER .I AM ALSO HANDLING THE DUTY OF ACCOUNTANT AND OVER ALL CONTROLLER OF THE BUSINESS AND THE OFFICE.DUTIES LIKE STAFF MANAGEMENT,ACCOUNTS MAINTENANCE,SALARY KEEPING,CUSTOMER RELATIONS,ETC....

SIMONS AUDIT AND TAX SOLUTIONS KOTTAYAM

JULY 2015 — SEPTEMBER 2016

Accounting Assistant

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Preparing internal Auditing of companies
- making punching reports
- prepared VAT computations, Income-tax, Sales Tax and TDS

Qualifications

- GRADUATED M.COM WITH FINANCE OF MG UNIVERSITY
- GRADUATED B.COM WITH CO-OPERATION OF MG UNIVERSITY
- SKILLED IN MS OFFICE
- SKILLED IN TALLY ERP 9
- COMPUTER KNOWLEDGE

Education

B,COM WITH CO-OPERATION

MAHATMA GANDHI UNIVERSITY , KOTTYAM

M.COM WITH FINANCE

MAHTMA GANDHI UNIVERSITY , KOTTAYAM

Passport Details

PASSPORT NUMBER : P 7469203

DATE OF EXPIRY : 05/03/2027

CPR NUMBER : 930545605

Interests

DRIVING,MUSIC,READING,TRAVEL

Languages known

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL

References

1. Mr. SIJO SIMON
SIMONS AUDIT AND TAX SOLUTION , KOTTYAM,KERALA,INDIA
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2. Managing partner
INDIA STEELS AND METALS KANJIRAPPALLY- KERLA INDIA
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3. MR, SALIH PK
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4. REAL FOODS
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