

RESUME

MUNEEB KC

Phone:+91 9037737495

E-mail ID: muneebk@gmail.com

Passport No: R6072861

Date of expiry: 29/05/2028



Career Objective:

“To obtain a suitable position in a professional and dynamic organization which Promises bright growth opportunities and to contribute the best of my ability for the development of the organization”

Educational Qualification:

EXAMINATION	BOARD/ UNIVERSITY	YEAR	AGGREGATE
M COM	Indira Gandhi National Open University	2018-20	60%
BCOM	Calicut University	2011-2014	72%
DCAM	ASS Cochin	2012	A GRADE
PLUS TWO	Kerala State Higher Secondary Board	2008-2010	80%
SSLC	Kerala State Board	2008	78%

Additional Certification

- SAP Skills: Managing SAP Business One
- ERP Packages: SAP Business One, FI/CO, Glow dymetric
- Accounting Packages: Peachtree, Quick Books, Tally 9.0, Ms-Excel, Glow Dymetric, and Jewell Plus.

FI : General Ledger, Accounts Payable, Accounts Receivable,
Asset Management.

CO: Cost Center Accounting and Internal order Profit Center Accounting

Experience:

1. **Organization** : Abida jewellery
Location : Kottakkal – Kerala – India.
Period : Jan 2015 - to till the date

2. Organization : Accountant service society
Location : Cochin – Kerala – India.
Period : Nov 2012 – Nov 2014

Core area of interest :

- Preparation of balance sheets.
- Preparation of Final Accounts- Computerization of Accounts of almost all types of business organization using Tally 9.0(ERP), Peachtree, Quick Books.
- Preparation of various Accounting Reports like Ratio Analysis, Income & Expenditure Statements, Bank Reconciliation Statement etc.
- Preparation of Cash Book – Purchase Day Book – Sales Day Book – Purchase Return Book – Sales Return Book – And other Subsidiary Books
- Preparation of Bank Reconciliation Statement

Duties and Responsibilities at Abida jewellery:

- ❖ Billing.
- ❖ Recording and dealing the stock receipts from different Gold smiths.
- ❖ Preparing & maintaining stock register.
- ❖ Banking.
- ❖ Calculation of Employees' Time sheet and salary
- ❖ Preparing & maintaining daybooks and ledgers

Personal Information

KIZHAKKECHALIL HOUSE
RANDATHANI PO
MALAPPURAM
KERALA
676510

Date of Birth : 27-march-1992
Sex : Male
Nationality : Indian
Marital Status : Married
Fathers name : Mohammed kc
Mothers name: Bushra kc

Language Proficiency:

Language	Read	Write	Speak
English	Yes	Yes	Yes
Arabic	Yes	Yes	No
Malayalam	Yes	Yes	Yes
Hindi	Yes	Yes	No

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

Date:
Place:

MUNEEB KC