



CURRICULUM VITAE

JABIR O.S

OBJECTIVE

To work in an environment that will help me in contributing towards the goals of the organization and continuously upgrade my knowledge.

EDUCATIONAL QUALIFICATION

- MBA – Bangalore University (2014)
- B.Com – Bharathiyar University (2012)

WORKING EXPERIENCE

Worked as a Marketing Executive at Machine tools emart Coimbatore, Tamil Nadu (1 Year)

Worked as Assistant Accountant at Saleem Traders Coimbatore, Tamil Nadu (1 Year)

Working as an ECA at Asian Paints pvt Ltd Kerala

Key Responsibilities

- Preparing and analyzing accounting records and financial statements reports.
- compliance with payment, reporting and other tax requirements.
- Avoiding outstanding expenses and managing the petty cash.
- Responsible for expenditure and collection transactions.
- Handling ledger accounts and keeping the check for invoices or payments.
- Prepare forms and manuals for accounting and bookkeeping personal.
- Posting and processing of journal entries to ledger
- Udate accounts receivables and issue invoices.
- Udate accounts payables and perform reconciliation.
- Prepare and submit weekly and monthly reports.
- Assist senior accountant in preparation of monthly and yearly accounts closing.
- Assist in carrying out other accounting projects.
- Interact with clients on a day to day basis.
- response to sales with office and field

PERSONAL PROFILE

Mobile:

+ 91 9745548800 (Kerala)

Email id:
jabirshan007@gmail.com

Personal Data:

Gender : Male

Date of Birth : 17-04-1991

Marital Status :

Nationality : Indian

Religion : Muslim

Father Name : Seethi

Passport No: K 2266681

TECHNICAL SKILLS

- ❖ Basic knowledge in MS Office (Power point, Excel, Word)
- ❖ Internet and Email
- ❖ Experienced in Tally
- ❖ Experienced in working on focus accounting software

PROJECT AND INTERNSHIPS

RESEARCH: “Project Report on Financial Institution Providing On Housing Loan to Middle Income Groups”

OS: CLASSY Furniture Pvt Ltd

1 Months, 2013

- Conducted a detailed study of the various departments of the organization.
- Studied overall production and process of the company.
- Analysed the furniture productions.
- Conducted SWOT analysis and gave recommendations and suggestions for various departments on the basis of the study.

LINGUISTIC ABILITIES

- ❖ Malayalam (Mother Tongue)
- ❖ English
- ❖ Tamil
- ❖ Arabic (Reading & Writing)

STRENGTHS

Hard working, Ability to easily mingle with people, self-motivated, helpful minded, punctual and honest.

DECLARATION

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Date:

JABIR.O.S