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SHAROOF PM

PERSONAL INFORMATION

Date Of Birth : 20/10/1999
Gender : Male
Nationality : Indian
Passport NO : R6246397
Visa Type : Emp Visa
(Transferable)
Driving license : light
vehicle (UAE Valid license)
Home Address : Peringhatt
House Chavakkad, Thrissur,
Kerala, India

SOFTWARE SKILLS

- PEACHTREE
- MS WORD
- MS EXCEL

ADDITIONAL RECORDS

- PDFAS
- DIPLOMA IN GST &
VAT

LANGUAGES KNOWN

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

CAREER OBJECTIVE

Looking for a career advancement opportunity with a company that will challenge my accounting and professional skills which allow me to develop my knowledge & potential.

WORK EXPERIENCE

My Room Holiday Homes Rental– Al Khail heights -Dubai Accountant (May-2023) (1year)

- Managed all financial operations for room rentals, including revenue recognition, invoicing, billing, and collections.
- Prepare monthly financial reports and variance analysis to monitor performance against budget and forecast.

NATIONAL INSTITUTE OF ACCOUNTS -KERALA, INDIA Assistant Accountant (1Year) (April 2022-May 2023)

- Assist in the development of institutional budgets, including revenue projections, expense forecasts, and capital expenditure plans.
- Oversee accounts payable and receivable processes, including invoicing, payments, collections, and vendor management.

ACADEMIC RECORDS

- MBA MARKETING MANAGEMENT,
BHARATHIYAR UNIVERSITY, INDIA
(2021-2023) (Waiting for the result)
- BACHELOR OF COMMERCE,
ANNAMALAI UNIVERSITY, INDIA
(2018-2021)
- +2 FROM C FORD HIGHER SECONDARY
(GOVT OF INDIA)
(2016-2018)
- SSLC EDUCATION FROM GHSS MANATHALA
(GOVT OF INDIA)
(2015)

DECLARATION

If given a chance in your esteemed organization, I assure you that I will discharge my duties with utmost passion and sincerity to the absolute satisfaction of my superiors. I do hereby declare that the information furnished above by me is true to the best of my knowledge and belief.

SHAROOF PM