

SHAWKATH ALI



CONTACT

Address:

Deira, Dubai

Phone:

0561725986

Email:

shawkathali333@gmail.com

SKILLS

- Communication and Collaboration
- Managerial capacity
- Smart working capability
- Self Discipline
- Organisation Skill
- Numerical skill
- Purchase order
- Sales
- Adaptability and quick learner
- Have a volunteer mentality

TECHNICAL SKILLS

- **MS office**
(Word, Excel, PowerPoint)
- **TALLY**
Certificate in COMPUTERIZED ACCOUNTING
- **Accounting Executive - ASAP**
(Accounts payable & receivable)
- **Adobe Photoshop - Designing**

OBJECTIVE

To land a challenging job in a reputable company so I may broaden my knowledge, skills and learnings. Obtain a responsible career path that will allow me to make the most of my education and experience while significantly contributing to the organization's growth.

EXPERIENCE

- **Chief ACCOUNTANT cum asst. Manager - (2 Year)**
(Clint Group - Kalpetta)
Job Responsibilities;
 - Manage all accounting transactions
 - Prepare budget forecasts and Publish financial statements in time
 - Handle monthly, quarterly and annual closings
 - Reconcile accounts payable and receivable
 - Ensure timely bank payments, Compute taxes and prepare tax returns
 - Manage balance sheets and profit / loss statements
 - Report on company's financial health and liquidity
 - Audit financial transactions and documents
 - Front office management & Organizing day today works
 - Purchasing of raw materials
 - Keep in touch with permanent customers
- **Office Manager - (2 Year)**
(StarStyle - Plastic works, Kalpetta)
Job Responsibilities;
 - Collecting and ensuring the cash or bank payments
 - Manage transactions with customers using cash register
 - Dealing customer, making quotations and designing posters
- **RESEARCH CONSULTANT - (2 Months)**
(NCAER / BIAL & EXCON-2019 at BENGALURU)
Job Responsibilities;
 - Collect data from passengers mainly in international departure
 - Take feedback from passengers about service from the staffs
 - Analyzing data for multi-focused research about the airport
 - Providing the result into project manager
- **AUDITOR (Internship) - (1 Month)**
(Under the guidance of CA AMBILI.P ACA)
Job Responsibilities;
 - Checking various books of accounts and invoices
 - Compare invoice with file
 - Highlight errors, overcharge incomplete documentation
 - Recalculate supplier invoice and payments

PERSONAL DETAILS

Date of birth : 18.11.1997

Marital Status : Single

Nationality : Indian

Gender : Male

PassportNo. : T0194716

INTEREST & HOBBIES

Football

Travelling

Cricket

Photography

Folk artist

LANGUAGE

ENGLISH

Professional proficiency

HINDI

Professional proficiency

MALAYALAM

Bilingual proficiency

URDU

Native / Bilingual proficiency

TAMIL

Elementary proficiency

EDUCATIONS

■ Tally - 2019

Sree Sankaracharya Computer Centre

■ Degree B-Com Finance - 2019

NMSM Govt- College, Kalpetta

■ Plus Two - 2016

GHSS , Meppady

■ SSLC - 2014

GHSS , Meppady

PROFESSIONAL QUALIFICATIONS

■ PROJECT

"A study on customer perception towards internet banking with special reference to Wayanad district"

■ VOLUNTEER

Five years of volunteership on NSS
(National Service Scheme)

■ UNION MEMBER

College union Fine Arts Secretary 2018 - 19
College union General Captain 2017 - 18

■ Accounting Executive - ASAP

(Accounts payable & receivable)

DECLARATION

To the best of my knowledge, the above statments are true and i understand that with holding or mis-starting any fact may result in the refusal for job.

SHAWKATH ALI