



SKILLS

Cost Accounting

Data Entry

Financial Accounting

Accounting Reconciliation

Account Payable and Receivable

Vendor Relationship Management

General Ledger Updates

Customer Satisfaction



TECHNICAL SKILLS

Accounting Software
Tally | ERP | SAP

Ms Office
Word | Excel | Powerpoint



AREAS OF INTERESTS

Accounting

Banking

Sales



SOFT SKILLS

- Communication
- Attention to Details
- Collaboration
- Analytical Skills
- Active Listening

Shameel K

Accountant

Detail-oriented and results-driven individual with a strong educational background in accounting, seeking an entry-level position as an Accountant. A quick learner with excellent analytical and problem-solving skills, eager to apply theoretical knowledge gained through academic coursework in a practical work environment. Seeking an opportunity to contribute to a dynamic organization, enhance skills, and grow within the accounting profession



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07 March, 2001



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WORK EXPERIENCE

Accountant and Administration Friendly Agencies (airtel distributors)

05/2023 - Present

Duties & Responsibilities

- Maintain accurate and up-to-date financial records.
- Prepare financial statements, such as balance sheets, income statements, and cash flow statements.
- Prepare documentation for internal and external audits.
- Reconcile bank statements, accounts payable, and accounts receivable.
- Facilitate communication between different departments and team members.
- Coordinate and organize office procedures.
- Schedule meetings, appointments, and events.
- Communicate with vendors regarding procurement and payments.
- Assist in the recruitment process.

Sales Promoter Quess Crop Ltd.

04/2022 - 03/2023

Duties & Responsibilities

- Engage with potential customers to promote and sell products or services.
- Utilize effective sales techniques to persuade and influence potential customers.
- Participate in promotional events, trade shows, and marketing activities.
- Maintain accurate records of sales activities, customer interactions, and other relevant information.
- Collaborate with other team members, including sales and marketing teams, to achieve overall business objectives.
- Stay updated on product knowledge and sales techniques through training sessions.
- Gather market intelligence and provide feedback to the marketing and sales teams.
- Acquire in-depth knowledge about the product or service being promoted.
- Develop and deliver an effective sales pitch to persuade customers to make a purchase.
- Build and maintain positive relationships with customers to encourage repeat business.



LANGUAGES

English



Malayalam



Hindi



Arabic



REFERENCES

- Reference are available upon requests.



HOBBIES & INTERESTS



Reading



Music



Travel



Fitness



EDUCATION



M.com

Ignou University

06/2022 - Pursuing



CMA (USA)

Institute of Management Accountants

pursuing



B. Com (Computer Application)

Calicut University

2022

Kerala, India



IL & FS Skills (Electrician)

ASAP (Additional Skill Acquisition Programme)

2019

Kerala, India



Grade 12 (Commerce)

GHSS Marancherry

2019

Kerala, India



Grade 10

GHSS Marancherry

2017

Kerala, India



PERSONAL INFO

Nationality : Indian

Gender : Male

Marital satus : Single



PASSPORT DETAILS

Passport No. : V2392142

Date of Issue : 26/08/2021

Date of Expiry : 25/08/2031

Place of Issue : Cochin



STRENGTHS & QUALITIES

- Commercial Awareness
- Strong Communication Skills and Interpersonal Skills
- Teamworking Skills
- Collaboration and working well together with others
- Critical Thinking Skills



DECLARATION

i declare that above information given by me is true to the best of my knowledge and can be verify at any point in time.