

JAMSHEER JALEEL

ACCOUNTANT



CONTACT

- +91 8078314320
- jamsheer2989@gmail.com
- Palakkad, Kerala

ACADEMIC CREDENTIALS

BACHELOR OF COMMERCE | 2006-2009

- Calicut University, Kerala, India

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

TECHNICAL QUALIFICATIONS

Diploma in Financial Accounting | July 2009

- AICSM-under government, Kerala, India

Office Automation and Internet | Jun 2006

- LBS Centre-under Government, Kerala, India

ACHIEVEMENT

2015 Best Accountant Award from
Grand Mart Trading Co.

PROFILE SUMMARY

Highly motivated, committed and enthusiastic person with 13-year experience (4years in Qatar, 1yr in Saudi and 8years in India) in Accounting, Management and Office Administration in India and Qatar and Saudi. Have strong intrapersonal skills in dealing with people with different background. Willing to work hard under considerable pressure and able to meet deadlines

KEY SKILLS

Team Work	Work Ethic	Problem-Solving	Leadership
Commercial Awareness	Time Management	Attention to Detail	
Detail Oriented	Punctual	Accuracy	Hardworking
			Analytic Skills

EMPLOYMENT CHRONICLE

- ACCOUNTANT / INVENTORY CONTROLLER | JULY 2023- PRESENT**
ROYAL TRADING PALAKKAD – CHICKEN PACKING MATERIALS
- ACCOUNTANT / INVENTORY CONTROLLER | 30th Jan 2022-10th May 2023**
ALSADHAN TRADING COMPANY, SAUDI ARABIA – SUPER MARKET
- ACCOUNTANT | Mar 2019- Jan 2022**
BEST TRADING COMPANY, PALAKKAD, KERALA, INDIA (CEMENT WHOLESALE)
- ACCOUNTANT | Sep 2014-Jan 2019**
GRAND MART TRADING CO., DOHA QATAR (SUPER MARKET/HYPER MARKET)
- ACCOUNTANT | Aug 2011-Aug 2014**
XANTHENE PHARMA PVT. LTD, PALAKKAD, KERALA, INDIA (MEDICINE WHOLESALE)
- ACCOUNTANT TRAINEE | Jul 2009-Jun 2011**
SALES TAX PRACTITIONER, PALAKKAD, KERALA, INDIA

KEY RESPONSIBILITIES

- Receiving and invoice updating and reconciliation- cross checking price and quantity.
- Stock checking and correction, make stock accurate.
- Checking near expiry and stock aging and request for order to stock transfer.
- Maintaining Petty cash, Sales Register, Purchase Registers, Bank Register etc.
- Handling and Follow up of Accounts Payable and Receivables.
- Consolidation and Reconciliation of Branch and Head office Accounts.

COMPUTER PROFICIENCY

MS Office	★★★★★
Tally	★★★★★
Quick Books	★★★★★
Mycom	★★★★★
Microsoft Nav	★★★★★
Assembling & Installing	★★★★★
Symphony Ware House	
Management	★★★★★
Symphony Gold	★★★★★



PASSPORT DETAILS

Passport Number	: U6765915
Date of Expiry	: 09/09/2030
Date of Issue	: 09/09/2020

LANGUAGES KNOWN

English	<div></div> 90 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 90 %

INTERESTS

		
Songs	Travelling	Reading

REFERENCE

- Available upon request

- Compiling, analysing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Reconciliation of Bank Register.
- Preparation of Payroll, leave Salary and Gratuity settlement of Employees and updated in system on time.
- Assisting management in the decision-making process by preparing budgets and financial forecast.
- Preparation of Daily sales report, Cash flow report etc.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 29-05-1989
Nationality	: Indian
Marital Status	: Married
Permanent Address	: 30/713(1), Near City Nagar Chadanamkurussi Road, Nurani P.O, Palakkad- 678004 Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

JAMSHEER JALEEL