



RESUME

Accountant with 4+ years of experience and handled roles such as office admin and client & vendor support. I has previous experience and knowledge in handling payroll management , pay slip/salary slip , attendance registry , payment processing, inventory management, invoice , po ,quotation preparation & handling b/p and b/r, purchase, sales and all book keeping activities in tally,peachtree,quickbook & SAP. I had worked on hypermarket as well as retail and engineering sectors. I also have deep knowledge in Ms Excel,Ms ACESS,Ms Word,Ms Outlook.



WORK EXPERIENCE

A) MARWAH TILES, SANITARY AND HARDWARES

Position : Accounts Assistant Cum Office Admin
Period : Jan 2021 – Dec 2021

B) DANUBE HYPERMARKET

Position : Accounts Assistant Cum Office Assistant
Period : May 2019 – Sep 2020

C) MESICON TECHNOLOGIES

Position : Accountant Cum Office Admin
Period : April 2017 – Mar 2019



ACADEMIC PROFILE

- BCOM from University of Calicut (B+, Year 2015)
- Plus Two from All India Senior School Certificate Examination, CBSE (76%, Year 2012)

Declaration

I hereby declare that the above mentioned details are correct to the best of my knowledge and belief. I would take this opportunity to thank you for going through my resume and would kindly request you to consider me to be a part of your prestigious organization.

JAMSHEER BABU TK

Place: Dubai
Date:

Name : Jamsheer Babu T. K.

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PERMANENT ADDRESS

S/O Sulaiman Haji
Thottikulavan House
P.O. Neelancheri ,
(Via) Kalikavu,
Malappuram Dist. , Kerala St.
India , Pin: 676 525.



PERSONAL DETAILS

Date Of Birth : 1st June 1992
Nationality : Indian
Religion : Muslim
Marital Status : Single
Gender : Male
Visa Status : Visit Visa



LANGUAGES

English : Proficient
Malayalam : Proficient
Hindi & Tamil & Arabic



PASSPORT DETAILS

Passport No. : M1157194
Place of Issue : Malappuram
Date of Expiry : 12/08/2024



DRIVING LICENCE

Licence No : 71/7226/2015
Country : India
Date of Expiry : 20/02/2035