**Shameer R**

Shameershameerr3@gmail.com

8075939640

**Career Objective:**

To build my career in a good working environment where I would be able to utilize my personal skills, knowledge to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly for the benefit of the organization.

**Professional Experience:**

**PUBLIC HEALTH CENTRE ,North ,Ambalapuzha ,Kerala**

**Position : Covid Brigade ,Data Entry Operator**

**Duties & Responsibilities**

* Updating daily status on Covid Jagratha portal
* Verify the list of Vaccination scheduled
* Preparing daily report
* Preparing monthly report to Panchayath

**ACCOUNTANTS SERVICE SOCIETY**

**Position : Accountant**

**Duties & Responsibilities**

* Preparing accounts and tax returns.
* Monitoring spending and budgets.
* Auditing and analysing financial performance.
* Financial forecasting and risk analysis.
* Advising on how to reduce costs and increase profits.
* Compiling and presenting financial and budget reports

**I. NEXA , MARUTI SUZUKI PVT LTD (Hercules Motors Nexa)Alleppey, Kerala**

**Position : Cashier cum Accountant**

**Duties & Responsibilities**

* Provides a positive customer experience with fair, friendly, and courteous service.
* Resolves customer issues and answers questions.
* Preparing accounts and tax returns.
* Monitoring spending and budgets.
* Auditing and analysing financial performance

**Educational Qualification:**

* Bachelor of Business Administration from MG University
* Data Entry course from DATATEC Group of Institutions, Mavelikkara
* Diploma in Corporate Accounts & Management
* Schooling (Higher secondary) from Lajanathul Muhammadiya School, Alappuzha
* SSLC from SNMHSS, Purakkad ,Aalppuzha

**Personal Information:**

 Date of Birth **:** 13-05-1994

 Gender **:** Male

 Marital status **:** Single

 Nationality **:** Indian

 Permanent Address **:** Udumbackal, Kakkazhom, Ambalapuzha, Alappuzha

 Languages Known **:** Malayalam, English, Arabic and Tamil.

 Personal Strength **:** Communication skill, Team player, Punctuality.

 Hobbies and interest. **:** Listening to music, internet surfing , reading

**Declaration:**

 I hereby declare that the above mentioned information’s are correct up to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Ambalapuzha

Date: Shameer R