

YASIQ.T

MUHARRAQ,BAHRAIN

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■ CAREER SUMMERY

I have completed B.com and 5years Bahrain and 2years Indian experience in accounts, at Present I am working in Mohammed showaiter sweets Manama Bahrain, working as an accountant cum admin since 2016. My qualification represent a background of increasingly important assignments within organizations. These experience have given me the opportunity to make many profitable contributions In a number of functional areas. my experience have taught me that for any business or organization thrive, it must always maintain an open and active line of communication with its patrons.

■ HIGHLIGHTS

- | | | |
|---------------------------|-----|---------------------------|
| ✚ Accounts Reconciliation | -} | General Ledger Accounting |
| ✚ Taxation (VAT) | - } | Well versed in Tally ERP |
| ✚ Payroll Management | -} | Budget Analysis |

■ PROFESSIONAL EXPERIENCE

April 2016 – Till now

Mohammed showaiter sweets-BAHRAIN

ACCOUNTANT cum ADMIN

- Preparation of Accounts Receivables, Accounts Payables
- Bookkeeping & daily recording of financial transactions in the accounting system
- Handle all payroll information and prepare Salary
- Maintain accurate, updated and secured accounting records
- Monthly Accounting reports for management
- Assist in completing end of year accounting activities.
- Petty cash management
- Preparation of **VAT** returns on quartly basis.
- Accurate Filing of all accounting records
- Bank and Cash Reconciliation
- Prepares payments by verifying documentation and requesting disbursements
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Accounting Software –Tally ERP. 9

Jan 2014 – March 2016

Space industries – malappuram,India

ASSISTANTACCOUNTANT

- Daily verification of banking transactions and preparation of reconciliation statements.
- Making invoice arrangements for delivery of customer orders.
- Collection of cheque from customers before Invoice due date
- Dealing with the preparation and submission of **VAT** returns on a monthly basis.
- Maintaining Cash Book,Bank Book,Journal Register,Purchase Register,Sales Register,Ledger Accounts.
- Proper recording and filing of finance and accounts related documents.

- Preparation of correspondence to various external parties and bank.
- Preparation of reports as required by the management.
- Experience in general ledger accounting, cash flow management and banking relation.
- Interact with internal and external auditors in completing audits.
- Support team in period end and year end closings.

■ EDUCATIONAL QUALIFICATION

□ Academic Qualification

- **B.COM(Co-operation), LEANERS COLLEGE PUTHANATHANI-** University of Calicut -2014-68 %
- HSC, (Commerce) Govt.Rajas HSS KOTTAKKAL -2010- 86 %
- S.S.L.C -KHM HSS VALAKULAM-2008- 81 %

□ Additional Qualification

- Diploma in fundamental of computer operating system, manual accounting and computerized accounting in different software.
- Diploma in computer hardware from HRDS.
- Certified BCC from Institute of Electronics and information technology, Govt. of India
- ITI Electrician trade certificate, Govt. of Kerala

□ Computer skills

Accounting Software : Tally ERP9, Trade easy, Softbuy and odoo
Packages : MS Office

■ EXTRA-CURRICULAR ACTIVITIES

- Event Organizer for Seminar at College Level.
- Participant in Young Leader.
- Orientation Leader in various Tour Programmes

■ STRENGTH

- Problem Solving
- Hardworking and Adaptability to change
- Good Learner and Team Player

■ PERSONAL DETAILS

- Date of Birth : 16th AUG 1992
- Nationality : Indian
- Languages Known : English, Hindi, Malayalam, & Arabic (write, read)
- Marital Status : Married
- Valid Bahrain driving license

■ DECLARATION

I hereby declare that the information provided herein by me is true and correct to the best of my knowledge and belief.

DATE: MUHARRAQ

PLACE: 1-3-2021

YOURS SINCERELY
YASIQ.T