

# **YASIQ.T**

**MUHARRAQ,BAHRAIN**

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## **CAREER SUMMARY**

I have competed 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

### **ASSISTANT ACCOUNTANT**

- 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**

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### **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**

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

## **STRENGTH**

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

## **PERSONAL DETAILS**

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

## **DECLARATION**

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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**