

IRSHAD.T

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in :irshad-t



Career Summary

Four year experienced accountant with demonstrated history of working in a automotive and trading industry .Skilled in SAP,Tally,Microsoft office,Taxation,accounting and financial accounting.Strong with accounting professionals with a Master of commerce focused in IBO.

Highlights

Accounts Reconciliation	-}	General Ledger Accounting
Taxation	-}	Well versed in Tally ERP, SAP B1,FICO
Payroll Management	-}	Budget Analysis

Professional Experience

Aug – 2017 – Nov 2020

Isa Bin Mubarak Alokobaisi - BAHRAIN

ACCOUNTANT

- ❖ 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
- ❖ Accurate Filing of all accounting records
- ❖ Bank and Cash Reconciliation
- ❖ preparation of quarterly vat return filing

Accounting Software –Tally ERP. 9

Feb – 2016 – June 2017

VKC Plastomers India Pvt .Ltd – Calicut,India

FINANCE EXECUTIVE

- ❖ Daily verification of banking transactions and preparation of reconciliation statements
- ❖ Dealing with the preparation and submission of **VAT** returns on a monthly basis.
- ❖ Maintaining Day Book, Cash Book, Bank Book, Journal Register, Purchase Register, Sales Register, Ledger Accounts etc.
- ❖ Proper recording and filing of finance and accounts related documents.
- ❖ Preparation of correspondence to various external parties and banks
- ❖ 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.

- ❖ Prepare ageing analysis & Contributes to team effort by accomplishing related results as needed.
- ❖ Maintaining Fixed Asset Statement

Reporting to – Deputy Finance manager, Accounting Software – SAP

- 6 Month internship of SAP implementation project from RADAINTECH, BANGALORE, India
- One month internship course of Accounting taxation professional from AKK&ASSOCIATES Chartered Accountants, Perinthalmanna, Kerala, India

Educational Qualifications

★ Academic Qualification

- M.COM. (International Business Operation), IGNOU Delhi-2017- 60 %
- B.COM(Finance), MES KVM COLLEGE VALANCHERY- University of Calicut -2015-68 %
- HSC, (Commerce) PKMM HSS EDARIKODE -2012- 90 %
- S.S.L.C-KHM HSS VALAKULAM-2010- 87 %

★ Additional Qualification

- Post Graduate Diploma in International Business Operation from IGNOU
- Accounting Taxation Professional from ASAP, Govt of Kerala

★ Computer skills

Accounting Software : Tally ERP9 & SAP B1, FICO
Packages : MS Office

Academic Project

- ★ **TOPIC:** A STUDY ON CONSUMER BUYING BEHAVIOUR OF MOBILE PHONE TO VARIOUS BRANDS TO SPECIAL PREFERENCE TO VALANCHERY AREA

Co/ Extra-Curricular Activities

- ★ Active volunteer of National Service Scheme
- ★ Active volunteer of Compulsory Social Service

Personal Details

Date of Birth : 15th Jan 1995
Marital status : Single
Nationality : Indian
Languages : English, Hindi, Arabic and Malayalam

Declaration

I hereby declare that the information and facts herein stated are true and correct to the best of my knowledge and belief.

Date:

Sincerely
IRSHAD.T

Place: