

IRFAN KT

Dubai-UAE ☎: +971 -0502922579 ✉ : irfankt916@gmail.com



CAREER SUMMARY & OBJECTIVE

Seeking a position to utilize my skills and abilities in your esteemed organization and to work in a challenging environment. I have excellent communications and interpersonal skills, willing to accept responsibility, easily adaptable to new environment and sociable. Very hardworking, Honesty sincere, Adaptable and Self Motivated with a professional approach through determination and dedication

WORK EXPERIENCE

- 1 year experience as an Accountant (Tax office at Mahe)
- 1 year experience as an Accountant (Back Office at Kannur)

DUTIES & RESPONSIBILITIES

- Posting Sales and Purchase entry
- Prepare journal and ledger accounts for assisting chief accountant.
- Preparing Supplier Payments
- Handling Petty cash and passing petty expense entries
- Bank Reconciliation
- Account Payable Reconciliation
- Account Receivable Reconciliation

EDUCATIONAL QUALIFICATIONS

- Bachelor of Commerce –Kannur University, Kerala, India - 2017
- Plus Two – Board of Higher Secondary, Kerala, India - 2014
- SSLC - Board of Higher Secondary, Kerala, India - 2012

TECHNICAL & COMPUTATION SKILLS

- Microsoft Excel, Microsoft Word, PowerPoint
- Tally ERP
- Certificate in Accountant Technician - CAT

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PERSONAL COMMENT

- Work individually or as a team member
- Good interpersonal Communication Skills
- Work with different cultured people
- Eager to acquire new skills
- Work under pressure

PERSONAL DETAILS

Date of Birth	: 20 nd AUGEST 1996
Marital Status	: Single
Religion	: Islam
Nationality	: Indian
Visa Status	: Visit Visa
Sex	: Male

I hereby declare that the information provided above is true to the best of my knowledge and belief

Place: Dubai, UAE

Date:

IRFAN K T