

IRSHAD PK

ACCOUNTANT



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📅 23 Aug 1997 🌐 Single 🇮🇳 Indian

📍 Dubai, UAE Visa Status : Visit Visa

SUMMARY

Certified public Accountant with 3+ years of experience is seeking for a position as Accountant where my knowledge, hard work, skills and professional experience which will help in the growth and development of the organization.

AREAS OF EXPERTISE

- Data Trending Knowledge
- Calculating Liabilities
- Financial Statements Expertise
- Bank Reconciliation
- Budget Analysis
- Schedule Management

SOFT SKILLS

- Communication
- Problem solving
- Interpersonal
- Teamwork
- Leadership
- Critical Thinking

COMPUTER PROFICIENCY

-ERP Software : Tally
-MS Office : Word | Excel | Power Point

EMPLOYMENT HISTORY

ACCOUNTANT

Mabrook Granite Stone Crusher Unit | INDIA

Mar 2021 – Apr 2022

- Balancing of accounts on a daily, weekly and monthly basis.
- Bank reconciliation.
- Reconciliation of books of accounts of clients or parties.
- GST invoice processing.
- Sales invoice processing.
- Stock Audit.

ASSISTANT ACCOUNTANT

Naripparambh Trading Company | INDIA

Jun 2019 – Feb 2021

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mails, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks and updating ledgers, etc.
- Supporting to financial reports.

Education

MASTER OF COMMERCE IN FINANCE (M COM)

Result waiting

University of calicut

2020 – 2022

BACHELOR OF COMMERCE IN COMPUTER APPLICATION (B COM.CA)

University of calicut

2016 – 2019

LANGUAGES KNOWN

ENGLISH

Full Professional Proficiency

MALAYALAM

Native or Bilingual Proficiency

ARABIC

Elementary Proficiency

HINDI

Elementary Proficiency