



MIGDAD

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EDUCATIONAL QUALIFICATION

- SSLC - Board Public Examination Kerala
- Plus 2 - Higher Secondary Education
- BBA - Expected Graduation Year (2023)
Bharathiar University (BBA)

EXPERIENCE

- ★ 4 Years experience as an Accountant at
Capital Associates, Engapuzha

LANGUAGES KNOWN

- ★ English - (Read, Write, Speak)
- ★ Malayalam - (Read, Write, Speak)
- ★ Hindi - (Read, Write)
- ★ Tamil - (Speak)

COMPUTER KNOWLEDGE

- ★ Tally, MS-Office.
- ★ Updating of transactions in Tally, and MS Excel.
- ★ Maintaining tracker for purchase and sales vouchers And Debit not and Credit not
- ★ Accounting of the expenses on daily basis.
- ★ Processing vendor bills after verifications and authorization of same
- ★ Processing expenses reimbursement to employees/consultants
- ★ Managing Petty cash
- ★ Making payments to the vendors after verifying the invoice.
- ★ Preparing invoices to the customers
- ★ Good awareness in internet & E-mail
- ★ Good computer exposure with proficiency in Word and Excel

CAREER OBJECTIVE

To working and organization where I can grow professionally and personally, which will enable me to contribute my theoretical and practical skills towards the company objective

SUMMARY

- ★ Excellent communication and analytical skills
- ★ Hard worker and able to work under pressure
- ★ Capable of carrying multiple responsibilities
- ★ Adaptable to any conditions

DECLARATION

I hear by declare that the above written particulars are true to the best of my knowledge and belief.

STRENGTH

- ★ Effective communication skill
- ★ Firm and polite while dealing with people of different nature
- ★ Excellent management skill

PERSONAL PROFILE

Date of Birth	31/10/1998
Sex	Male
Marital Status	Single
Nationality	India
Father's Name	Razak