



NAFIH.PK

Accounts Executive

CAREER OBJECTIVE

To find a position for myself in an esteemed organization where I could polish my skills and expand my technical horizons, where all my skills could be out to use for the betterment of both the company and my own self.

EDUCATION

		<u>Year of</u>
<u>Qualification</u>	<u>University/Institution</u>	<u>Completion</u>
High School	Kerala State Board	2015
Higher Secondary Education	Kerala State Board	2017
ACCA	9 Paper	Pursuing

PROFESSIONAL EXPERIENCE

Accountant with 2 and half year experience in LEAD BUSINESS SOLUTION
(From 1st March 2019 to 31 January 2022)

TYPES OF WORKS

- Experience in internal and statutory audits of various entities and Assist reporting to the management based on the audit performed.
- Preparation and finalization of year end and interim financial statements such as Drafting of Balance sheet, Profit & Loss Account, Cash flow statement & other reports.

CONTACT

Phone:

+9 71581599351

E-mail:

nazernafih@gmail.com

ADDRESS

Al Quoz, Dubai

ADDITIONAL COURSES COMPLETED

- Tally
- QuickBook
- Peachtree

TECHNICAL SKILLS

- Tally ERP 9
- Microsoft Office

ACTIVITIES AND INTERESTS

- Traveling
- Games
- Volunteering
- Photography

REFERENCE

- Mr. Sonu Afnan
- Managing Director
LEAD Business Solution
Contact No:
+919995499730

Verifying financial statements, ledger scrutiny and accounts with supporting documents.

- Handling companies accounting entries, book keeping and daily accounting operations.
- All kind of bank transaction and bank reconciliation.
- Maintaining accounting ledgers and assisting in monthly closing.
- Update accounts receivable, issue of invoice and payment follow up.
- Computation of Income Tax and filing of tax return of corporate entities, firms, and Individuals.
- Computation of Goods and Service Tax (GST) and filing of GST return of Companies, Firms and Proprietorship business etc.

AFFIDAVIT

This is to confirm that all the information stated above are genuine and updated to the best of my knowledge and understanding and could be supported with credentials for your perusal and reference.

Truly,
NAFIH,P.K