

AHAMMED KHALEEL



ACCOUNTANT

Contact

United Arab Emirates

(+971) 56 8327420

WhatsApp (+91) 7560895854

Ahammedkhaleel5854@gmail.com

- Peachtree
- Quick Books
- Tally ERP 9
- Ms Office (Word, Excel and PP)

Accounting skill

- General Accounting
- Finalisation of accounts
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Documentation

Linguistic Ability

- English :Read, Write & Speak
- Malayalam:Read, Write & Speak
- Hindi :Read, Write & Speak
- Arabic :Read & Write

Personal Details

- Nationality : Indian
- Date of birth : 21-10-1996
- Gender : Male
- Marital Status : Single
- Passport No : U2233322
- Visa Validity : 21-01-2022
- Available for Immediate Joining

Profile Summary

Experienced Accountant with a demonstrated history of working in the executive office & retail industry. Strong accounting professional with a Bachelor of Commerce focused in computer application from University of Kannur.

Professional Experience

Accountant cum POS

2018 – 2021

AIWA TEXTILES PVT LTD Kerala, India

Accountant

2017 – 2018

MANESH ASSOCIATES

Accountant and Tax Practitioners Solution

Key duties & responsibilities I have performed during my Career.

- Assisting Chief Accountant for Finalization of Accounts.
- Handling and Managing Stocks.
- Preparation of Bank Reconciliation Statement.
- Cash and cheque collection, cheque deposit.
- Entering new stock items into the system.
- Billing the goods at the point of sale.
- Keeping cash in custody whole day and reconcile with system balance at day end.
- Keeping Books of Accounts: Partly dealing with books of accounts of the firm

Educational Qualification

BACHELOR OF COMMERCE

2014 – 2017

University of Kannur -India

HIGHER SECONDARY

2012 - 2014

Vocational HSE Dept. of Kerala -India

Certification

- Trade Certificate in Accountancy and Auditing.
- Diploma in Computer Accounts Applications

Personal Appraisal

- Pleasing manner and social.
- Hard working and result Oriented.
- Good communication and interpersonal skill.
- Quick learner.
- Excellent multi-tasking skills.
- Self-motivated and dynamic individual.
- Work under pressure and Flexible.
- Able to adapt to a changing environment.

I do affirm that the details furnished above are true to the best of my knowledge and belief.