

ASHIR NHEKLY

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Personal Statement

An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual.

Key Skills

- Tally , QuickBooks, infi soft.
- Excellent organisational skills with the capacity to deal with multiple tasks at the same time.
- Debtor and purchase ledger reconciliation.
- Experience in liaising with banks, auditors, and legal departments.
- Account reconciliations, bookkeeping, accrual accounting, budgeting processes, and payroll.
- Ability to deal with enormous quantities of financial data.
- Accurate recording of all cash activity on a daily basis.
- Detailed knowledge of electronic banking systems.
- Numeracy skills, credit control, updating spreadsheets on MS Excel.
- A team player.

Education

- 2014-2016: Master's Degree in Management – SB College of Management Studies, Bangalore University.
- 2011–2014: Bachelor's Degree in Commerce – Dr. Ambedkar Arts and Science College, Kannur University.

Employment History

Accountant and Administration

Idea Design, Muscat, Oman: July 2018 – June 2020

Responsible for driving the operational and financial performance of the organisation by using detailed management techniques to influence decision making in the upper echelons of the company.

Responsibilities

- Ensuring that the company's accounting records were accurate and complete through the maintenance of a framework of internal controls.
- Improving the company's accounting controls and processes to help the firm run



efficiently and effectively.

- Processing monthly staff related payroll & payslips.

Accountant and Administration

K&K Co. Electrical Trading, Kerala, India: January 2017 – June 2018

Responsibilities

- Posting and processing journal entries.
- Update accounts payable and perform reconciliations.
- Monitored and recorded company expenses.
- Performed general office duties and Payroll administrative tasks.
- Prepare and submit daily reports, Monthly financial reports.
- Total understanding of accounting procedures, processes, and systems used in the context of the company's wider business plans.
- Discretion when handling sensitive client information.
- Preparing tax computation and returns.

Accountant and Administration

Zain Motors, Kerala, India: August 2015 – October 2016

Responsibilities

- Posting and processing journal entries.
- Update accounts payable and perform reconciliations.
- Monitored and recorded company expenses.
- Performed general office duties and Payroll administrative tasks.
- Prepare and submit daily reports, Monthly financial reports.
- Preparing tax computation and returns.

Personal Interests & Hobbies

I keep a keen eye on the latest information in the field of accountancy. I also enjoy attending events and conferences in a bid to learn more about the people in the industry.

Personal Profile

Date of Birth : 01-02-1991

Nationality : Indian

Gender : Male

Marital Status : Single

Language Known: English, Hindi, Arabic, Malayalam

Passport No: M2613416

Declaration



Edit with WPS Office

I hereby declare that the above stated information is true, correct and complete to the best of knowledge and belief. I am available to take up adequate employment at an earliest opportunity, with your esteemed organization.

Ashir Nhekly

