



• IS'HAQ AHAMMED A T P

📍 ABUDHABI, UAE 48413

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Professional Summary

- Accomplished Accountant with experience in the accurate, efficient management of accounts. Adept in diligent bookkeeping, treasury and compliance processes for smooth-running accounting services. Detail-oriented Accounting Assistant bringing years of experience in accounting field. Skilled in account management, expense reports and invoice reconciliation. Hard-working and proactive with solid foundation of trustworthy and dependable performance. Logical Accounting with experience organising finances by preparing and managing budget, forecasting, payroll, accounts payable and accounts receivable.

Work History

04.2021

- **ACCOUNTANT**
INTERNATIONAL ARABIAN FOODSTUFF TRADING L.L.C - ABUDHABI, UAE
To Be A part Of Organization ,Which Believe In Change And Continous Development & Has A Great Culture Which Helps To Talent And Potentiate There By To Chance The Personal Skills Also To Contribute Towards The Organization.
 - Preparing financial documents such as Cost of Goods Sold report , Daily Purchases and Sales Report , Invoices and Accounts Payable and Receivable.
 - Completing financial reports on a regular basis and providing information to the finance team.
 - Preparing selling prices for the goods.
 - Preparing Petty cash report .
 - Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets ,records ,and statements.
 - Balanced reports to submit for approval and verification.
 - Completed fortnightly payroll for company employees, including calculating taxes, holiday and sick leave.

11.2019 - 12.2020

- **Accountant**
surya silks - kannur, india
 - Prepared documents, reports and presentations using advanced software proficiencies.
 - Reviewed and processed employee expense reports and vendor invoices for payment.

- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- HO and Branch expenses.
- HO and Branch Payments.
- Tax Deducted At Source.
- Preparing and maintaining statutory books of accounts journal ,ledger , cashbook.
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08.2018 - 06.2019

● **Accounts Trainee**

PFA CA Company - kannur, india

- Collected data to complete detailed financial reports for stakeholders and management.
- Managed invoicing and payment processing operations.
- Created improved filing system to maintain secure client data.
- internal checking of company's EPF and ESI breakup structure and receivable details of branches and internal auditing of the above.
- Verifying financial statements ,ledgers and accounts and making corrections where appropriate.

Skills

- Outstanding communication
- ERP software
- Accounts Payable
- Payroll operations
- Expense control
- Internal controls and audits
- Cash allocations
- Expense reports
- Accounts Payable and Receivable (AP/AR)
- Cash handling


Education

- 05.2018 ● Bachelor Of Commerce, commerce, Kannur University - kannur ,india
- 04.2015 ● Certificate of Higher Education, science, Government Of Kerala Higher Secondary Examination - Kannur, Kerala ,India
- 03.2013 ● Sslc, Central Board Of Secondary Examination - Kannur

Personal Information

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Date Of Birth : 25-10-1997
Place Of Birth : kerala, India
Status : Single
Nationality : Indian
Visa Status : Employment Visa
Passport No : T4225098
Passport Issue : kozhikode
Date Of Issue : 19-06-2019
Date Of Expiry: 18-06-2029
Manual UAE Driving License :2722663

Languages

● **Malayalam, Hindi, Tamil:** Native language
English:  C1
 Advanced