



## MUHAMMAD JASIR N K

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Bur Dubai, UAE

### PERSONAL STRENGTH

- Analytical/Research Skills
- Planning/Organizing
- Adaptability/Flexibility
- Self-Confidence
- Time management
- Accuracy

## Accountant with 1Year of Professional Experience

### CAREER OBJECTIVE

To achieve a professional growth in the field of **Accounting & Finance** by imparting and gaining knowledge in the company I would work with.

### WORK EXPERIENCE

#### Accountant

**Chanakya Tax Consultancy** (august 2020-September 2021), Kozhikode, Kerala, India

### EDUCATIONAL QUALIFICATION

- **Bachelor of Commerce (B.com)** Calicut University, India, 2019
- **Master in International Financial Accounting (MIFA)** India, 2022
- **SSC BFSI accounts executive with GST course under non-PMKVY, Govt of India - at Accountants Training Institute, India, 2020**

## IT SKILLS

- **MS Office Packages**
- Familiar with **Microsoft Excel Macros and Formulas**
- **Accounting Packages-Tally ERP 9, Tally prime, Peachtree, QuickBooks**
- Adaptable to any new ERP Accounting Software

## JOB PROFILE

- Prepare and maintain accounting journals, ledgers and other financial records
- Manage A/R, A/P & Outstanding by reconciling of customers/vendors accounts
- Prepare Bank reconciliation & posting bank entries
- Maintain tax (GST) payments & tax computation and filing
- Prepare financial statements TB, P&L a/c, B/S and submit it to the management on time.
- Preparation of payroll and various employee benefits
- Posting of receivable, payable entries and make collection & payment of cash
- Develop, manage and maintain comprehensive Payroll records & Employee benefits by calculating deductions and earnings
- Perform Periodical closing procedures and closing related duties

- Maintain and record petty cash entries and prepare petty cash register
- Cash budget preparation
- Recording and Maintaining Fixed Asset & process depreciation schedules
- Maintaining and linking with internal and external parties of the organization.
- Performs related duties as assigned

### PERSONAL DETAILS

Date of Birth : 19/03/1998

Gender : Male

Religion : Muslim

Nationality : Indian

Marital Status : Single

Language Proficiency : English, Malayalam

Passport No : S0248730

### REFERENCE

Reference will be provided on Demand