

Curriculum vitae

Ph:+971 58 103 0074 , Email :Ansabkp143@gmail.com

EDUCATIONAL QUALIFICATION

IGNOU UNIVERSITY

M.COM 2018

PG DIPLOMA IN INTERNATIONAL
BUSINESS 2017

KANNUR UNIVERSITY

BCOM CO-OPERATION 2016

BOARD OF HIGHER SECONDARY SCHOOL
PLUS TWO (SCIENCE) 2013

BOARD OF KERALA

SSLC 2011

EXPERIENCE

• ACCOUNTANT

- JR BUSINESS CORPORATION
- JR TRADING COMPANY

From 02/06/2016 to 20/09/2019

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Supervising the subordinates
- Studying of discrepancy & Follow-up the payment in Bank
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Verifying the supplier's invoice and prepare the bank cheque/ transfer instructions.
- Maintaining of general ledger.
- Maintenance of cash flow statement and keeping track of expenses within the budgetary limit.
- Developing Accounting reports, which includes balance sheets, profit & loss A/c, cash flow and fund flow statement on monthly basis.



ANSAB K P

PERSONAL INFORMATION

- Date of birth : 15/07/1995
- Gender : Male
- Marital Status : Single
- Religion : Islam
- Nationality : Indian
- Uae : +971 58 103 0074
- India : +91 9847 597 170
- Ansabkp143@gmail.com

VISA VALIDITY

07/10/2022

COMPUTER SKILLS

- MS Word , Quick book,
- Tally Prime, MS Excel
- Peachtree, Trad easy, Plus B
- Mailing & Internet accessing.

CAREER OBJECTIVE

Finance and accounting expert with more than +5 years experience in India for business development and growth. Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance. Instrumental in working with superiors and departments in order to manage financial and accounting procedures. Seek an employment with a highly growth oriented firm where the knowledge , professional skills achieved with my Qualification and experience can be utilized ingeniously for my career development.

• ACCOUNTANT

➤ INTERWUD TRADING COMPANY

From 02/04/2020 to 30/09//2021

- Preparation of financial statements such as profit & loss A/c, Balance sheet , Cash flow statements and Schedules thereof for the purpose of monthly and annual closing of Accounts.
- Product costing : Valuation of products on the basis of standard cost technique and comparing the same with actual to find variances.
- Receiving All types of payments to the company
- Making system Receipt & Settle the sales Invoice against customer
- Creating & Supervising Quotation- Sales order.
- Reconciliation of Bank with Sales Receipt
- Doing Month end closing with Sales
- Making Payment Journal & Generate the Cheques
- Preparing Payroll.
- Reconcile Bank with payable
- Month End Preparation.
- Sofa Production controlling.
- Plywood Sale and Marketing.
- Managing and Helping Sub ordinates.

• ACCOUNTANT

➤ HIPACK TRADERS

From 01/10/2021 to 28/06/2022

- Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts.
- Organize all company financial programs and ensure compliance to budgetary requirements.
- Analyze and forecast financial requirements for organization.
- Assist departments in account reconciliation process on monthly basis.
- Provide support to safe keeping of internal expenses in company.
- Monitor account reconciliation, tax and calculations inclusive of cost accounting plus factory data recording processes.
- Evaluate current methods and processes inclusive of upgradation of process development.

DECLARATION:-

I declare that the above-listed information is true to the best of my knowledge and that I will be responsible for any deviation from the truth of these facts.

BEST REGARDS

ANSAB K P

LANGUAGES:-

- **English**
- **Malayalam**
- **Hindi**

EDUCATION QUALIFICATION

- Master's degree in commerce
- PG Diploma in International Business
- Bachelor Degree in Commerce.
- Expert in Computer Software.

ACHIEVMENTS

- Managing or overseeing others
- Helping to cut business costs
- Saving time
- Increasing revenue
- Building client relationships
- Curricular Activities
- Oracle E-Business Suite
- Attend& Communicate with ERP team.

KEY SKILLS & STRENGTH

- Adaptable & Flexible.
- Enthusiastic and Hardworking.
- Good Interpersonal Relationship.
- Excellent Communication.
- Marketing &Sales Co-ordination.
- Team Management Skills.
- Organizational & Secretarial skills.
- Proactive Attitude.

REFERENCE

- Reference available upon request.