



# Arif Thachan Kandi

## Accountant

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Current Address: Sharjah , Uae

*Looking for a challenging position, preferably in the field of Accounts & finance where I can utilize my skills to ensure the growth of both the organisation and mine in the industry. looking forward for an environment which is professionally stimulating and offer career advancement opportunities*

### SKILL SET

- Standards of Accounting.
- Software Proficiency.
- Data Entry and Keyboard Skill.
- IT Skill and Computer Knowledge.
- General Business Knowledge.
- Critical Thinking and Problem Solving.
- Service Orientation.

### SOFTWARE

- Tally ERP9
- Quick Book
- Peachtree
- MS Office

### LANGUAGES KNOWN

- English
- Hindi
- Malayalam

### PERSONAL DETAILS

- Date of Birth: 16-08-1996
- Permanent Address:  
Haliyath Manzil,Kalampara  
Kannur, Kerala  
India – 670593

### PROFILE SUMMARY

- Collaborated with department of Accounting staff, Faculty and other mentors to assist mentees.
- Reconciling monthly supplier statements and issue of payments.
- Processing invoices with corresponding.
- Knowledge of Tally ERP9, Quick Book, Peachtree and Ms Office.
- Dealing with supplier enquiries, keeping customers’ accounts.
- Bank Reconciliation Statement, checking recorded and banked remittance from customers.
- Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries posting transaction of the day to the accounts file.

### EDUCATION

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| • <b>Bachelor of Commerce (B. Com)</b><br>Kannur University, Kerala | <b>2013 - 2016</b> |
| • <b>Higher Secondary – Commerce</b><br>Kerala State Board          | <b>2011 - 2013</b> |
| • <b>Diploma in Management Accounting (Tally ERP9)</b>              | <b>2016 – 2017</b> |

### EXPERIENCE

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|---|--------------------|
| <b>Plasto Trade Links, Kannur, Kerala</b><br>Designation: Chief of Accounts<br><u>Responsibilities</u> <ul style="list-style-type: none"><li>• Handle the Accounts of plasto and other two subsidiaries namely (Festo, Bestow).</li><li>• Prepare daily wise receipt and payment report and prepare monthly reports.</li><li>• Day Book preparation (Tally &amp; Excel).</li><li>• Petty cash book management and cost controlling, cost calculation and finding of cost of product.</li><li>• Handling and maintaining Accounts up to finalisation.</li><li>• Billing and cash budgeting (Circulation, Finance, Advertisement), book keeping and bank reconciliation.</li><li>• Verify, allocate, post and reconcile transactions.</li><li>• Maintain up-to-date billing system.</li><li>• Filing (GST, Credit notes, Vouchers, Bank statements and purchase bills).</li></ul> | <b>2017 - 2021</b> |
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