



# MUHAMMED ASLAM

Accountant, Document controller

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## CAREER OBJECTIVE

To build a foundation for my career by working with a reputed company where I can gain the relevant experience and expertise so that I will be able to deliver the company with what it expects from me, and also where my work won't go unnoticed.



## EDUCATION

- **Calicut University**  
Bachelor of commerce(Bcom)  
  
2018
- **IPA institution**  
Post Graduate in Diploma in Indian and Foreign Accounting(PGDIFA)  
  
2018



## EXPERIENCE

- **3 years experience in Mani's Sons group of company, Thrissur**  
Accountant, Document controller  
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Principle Responsibilities:-
  - Updates and maintains general ledgers and journals by reconciling all monthly statements, invoices, vouchers, and relevant documents.
  - Maintained cash management process. Including reporting of daily cash balances.
  - Customer invoice processing.
  - Follow up accounts receivables on time to manage working capital.
  - Reconciling monthly supplier's statement & issue payments.
  - Financial statement preparation.
- **1 years experience in retail grocery at Three Star Traders, Thrissur.**  
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Store Keeper, Cashier  
Principle Responsibilities:-
  - Customer invoice processing.

- Reconciling monthly supplier's statement & issue payments.



## QUALIFICATIONS

- Basic Computer Knowledge
- MS Office, MS Excel, MS Word
- Accounts Management - IFRS
- Advanced Tally.ERP 9.0
- Inventory Management
- Payroll Management - Advanced Peachtree / Sage 50
- MIS Reporting - Advanced QuickBooks
- Data entry
- Handling of Cashbook, Reciepts and Payments
- Account Reconciliation process



## PERSONAL STRENGTHS

Interest to learn more  
Speed interaction with new environment  
Hardworking, flexible, confident and ambitious



## PERSONAL PROFILE

- Date of Birth : 10-03-1996
- Marital Status : Un Married
- Nationality : Indian
- Known Languages : English,Malayalam
- Passport : T4849826



## DECLARATION

I here by declare that all above informations given are true and correct to the best of my knowledge

**MUHAMMED ASLAM**

