

ANFAS AHAMMED T

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Dubai,UAE



Career Objective

To be a part of a progressive organization and to work a team for achieving the organizational goal there by developing my skills and gaining satisfaction in all aspects.

Educational Qualifications

- **Bachelor of Commerce – Co-operation**
University of Calicut
2016-2019
- **Higher Secondary – Commerce with Computer Application**
State board of examination kerala
2014-2016
- **S.S.L.C**
State board of examination kerala
2013-2014

Training Acquired

6 month Post Graduated Diploma in Practical Corporate Accounting (PGDPCA)
from M/S ACCOUNTSOLUTIONS, Perinthalmanna, Kerala.

Training Includes

- Manual Accounting
- Computerized Accounting
 - ❖ Tally ERP GST
 - ❖ SAP FI-CO
- Accounts Auditing & Taxation
- MS Office

Experiences

M/S LIPI OFFSET PRINTERS, Angadippuram, Kerala

16 September 2019- 30 November 2020

Assistant Accountant & DTP operator

M/S AHAMMED SHAJAHAN & Co. (Cost Accountant) Tax Consultants, Malappuram, Kerala

20 February 2021- 30 July 2021

Accountant

Communication Skills

English (Read, Write, Listen & Speak)

Malayalam (Read, Write, Listen & Speak)

Hindi (Read, Write, Listen & Speak Little)

Arabic (Read & Write)

Job Profile

Control over all accounting & financial matters.

Handling and maintain accounts up to finalization.

All kind of bank transactions.

Handling staff files & preparation of payroll.

Maintaining purchase & sales including stock register.

Skills

Good communication skills proficient in smooth processing of back office operations capable of gathering and updating data to maintain departmental records performs accounts payable functions quick familiar with any accounting software's.

Personal Details

Date of Birth : 30/05/1999

Nationality : Indian

Marital Status : Single

Passport Number : S7878032

Expiry Date : 27/11/2028

Visa Status : Visit Visa

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and bear the responsibility for the correctness of the above mentioned particulars.

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