

ISHAK TK

DIFC, DUBAI, UAE

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Seeking a **challenging** opportunity across sectors to attain **personal** and **professional** growth

SKILLS & QUALIFICATIONS

- Masters in business administration
 - A Junior Accountant with over 2 years of experience in Accounting, Taxation and Internal Audit.
 - Worked as a warehouse supervisor with 2 years experience inventory and warehouse managing
 - Proficiency in MS office apps – word, excel , power Point etc.
 - An ability to interact with cross-functional departments with the high degree of professionalism, discretion and problem resolution capabilities.
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PROFESSIONAL EXPERIENCE

Ware House Supervisor

A&M INCORPORATES, BANGALORE (2018 – 2020)
LOGISTICS FIRM

- Supervising warehouse staff and daily activities.
- Tracking and coordinating the receipts, storage and timely delivery of goods and materials.
- Checking orders, bills, items received, inventory and deliveries for accuracy.
- Uploading proof of delivery (POD) on company website.
- Assign workload to warehouse workers.
- Complete packing slip for shipment.

ACCOUNTANT

MEDIFLORA HERBAL SOLUTIONS, KERALA (2016 – 2018)
PHARMACEUTICAL MANUFACTURING FIRM

mediflora@gmail.com

- Preparation & Filing of VAT&GST return.
 - Keep a track of Bank Reconciliation Statement.
 - Verify the invoices and post the necessary journal entries.
 - Assistance to Senior Accountants for the preparation of monthly and yearly closing.
 - Assistance to Chartered Accountant for Internal Audit.
 - Regular follow-up with the clients for the outstanding dues.
 - Updating Receipts and Payments in software.
 - Preparation of Financial reports, charts, table and other duties assigned.
 - Updating of TRN numbers of customers in website and in system.
 - Handling companies mail and phone calls.
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INTERNSHIP

SALZER ELECTRONICS LTD, COIMBATORE, INDIA
STUDY ON FINANCIAL PERFORMANCE ANALYSIS

JAN 2016 TO MAR 2016

- Over all financial performance analysis.
- Identifying financial strength and weakness.
- Organization financial liquidity assessment.
- Comparison of year by year financial performance.
- Analyze current profitability and risk.

CORE COMPETENCIES

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|---------------------------------|-----------------------|--------------------------------|
| ✓ Excellent IT skills | ✓ TALLY | ✓ VAT filing |
| ✓ Accounts & Finance | ✓ MS OFFICE | ✓ Team Player |
| ✓ Decision Making | ✓ BOOK KEEPING | ✓ Inter-personal Skills |

COMPUTER KNOWLEDGE

- ✓ **MS OFFICE:** Well versed in MSWord, Excel and PowerPoint
- ✓ **ACCOUNTING PACKGES:** Tally, Easybiz

EDUCATIONAL QUALIFICATION

Master of Business Administration	: KVIMIS, Anna University, India	2014 - 2016
Bachelor of Business Administration	: University of Calicut, India	2010 - 2013
Plus Two Commerce	: GHSS Kattilangadi, Kerala, India	2008 - 2010
SSLC	: HSM HSS, Kerala, India	2007 - 2008

PERSONAL DETAILS

Date of Birth	: 13 - APRIL - 1993
Nationality	: Indian
Passport No.	: P3243969
Date of Expiry	: 13 - OCT - 2026
Visa Status	: Visit Visa till 25 - OCT – 2022
Availability	: Immediately
Languages known	: English, Hindi, Malayalam

DECLARATION

I here by declare that all the statements given above are true to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.
