

JAFER ZAKHARIYA.P.P

DUBAI-U.A.E

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Objective

To seek a job in a growing organization which helps me expand my horizons by putting forth challenging opportunities and allow me to use my skills so as to facilitate organizational and personal growth.

Summary of skills and experience

A young energetic and enthusiastic graduate having Three-year experience in Accounts field. A fast learner and easily adaptable in any kind of modern business environment. A potential innovator and genuine self-starter, confident of working under pressure, strong analytical and problem-solving skills and personal strength such as total dedication and commitment, perseverance to succeed at all levels.

Employment History

DIATECH Medical Equipment's LLC – (May 2021 to December 2021)

Designation: Accounting Assistant

Duties and Responsibilities:

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating and maintaining procedural documentation.

GAMESHUT Electronic Trading LLC – (JAN 2022 to till now)

Designation: Accountant

Duties and Responsibilities:

- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Creating company financial reports with the above information included

- Analyzing data collected in order to determine the state of the company's financial health
- Analyzing data to understand where the company is generating and losing revenue
- Examining the proficiency of the software programs used to organize data
- Generating financial reports that display the company's profits, equity and cash flow

AV Associates - (August 2018 to January 2021)

A firm of Accounts and Taxes in India.

Designation: Accountant.

Duties and Responsibilities:

- Prepare the Financial statements, statement of Journal, Ledger, Trial Balance, Trading and Profit and Loss Account and Balance Sheet.
- Analysis of banks accounts, prepare banking reconciliation statements.

Education

- I: BCOM: Bachelor's Degree
in commerce Grade: 58%
Kannur University Kerala, India
- II: HSE: Higher Secondary
Education HSE Board
Grade: 77%
- III: S.S.L.C: Secondary School Leaving
Certificate Kerala State Education Board
Grade: 63%

Technical Qualification

DPA: Diploma in Professional Accounting

SOFTWARE: Tally Erp9, Peachtree, FoxPro

- Comfortable with Internet and all types of Operating System.
- Fast and Accurate Typing Skill.
- Gcos Excel

Language Proficiency

Having Excellent speaking skills in English, Hindi, Malayalam and Tamil Languages

Skills

Analysis & Evaluation of information	Management skills	Organization Skills
Team building leadership	Customer service	Documentation management
Time management	Teamwork	Quick learner

Personal Profile

- Father's Name : Zakhariya P.P
- Date Of Birth : 19th September 1996
- Marital Status : Single
- Religion : Islam
- Passport No : SO300484

Declaration:

I hereby declare that all the information furnished above is to the best of my knowledge and belief.

(Jafer Zakhariya .P.P)