

MOHAMMED ASHIQUE CP



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Objective: Aim to be an associate with a progressive organization that gives me scope to update my experience, knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.

SYNOPSIS

- Quick understanding and grasping of situations and ability to work under pressure
- Fertile and imaginative mind with excellent communications capabilities
- A sense of integrity and commitment to work hard in a result oriented, meaningful manner
- Excellent written, communication and problem solving skills
- willingness to learn more and quick learning skill
- Self-motivated and Strives for excellence

EDUCATIONAL PROFICIENCY

- **Bachelor of Commerce** (University of Calicut - 2018)
- **Higher Secondary Education** (Govt. of Kerala - 2014)
- **Secondary School Leaving Certificate** (Govt. of Kerala - 2012)

PROFESIONAL QUALIFICATIONS

- **INTERNATIONAL PROFESSIONAL ACCOUNTING (IPA)**

PROFESSIONAL SUMMARY

- ✓ Preparation and Maintenance of various registers like Purchase Register, Sales Register and Journal register, Debit Note Register, Credit Note Register, Stock Register, Post Dated Cheque (PDC) Register etc.
- ✓ Preparation of various Accounting Reports like Income & Expenditure, Bank Reconciliation Statement etc.
- ✓ Preparation and filling of Vat return, Income tax return, Service tax return, TDS return
- ✓ Business Management, Personality Development, Public Relation

STRENGTH

- Ability to analyse financial data using MS Excel
- Working knowledge in computerized Accounting package Tally ERP .9& Peachtree
- Very good communication and interpersonal skills
- Ability to think through problem
- Proactive and Professional attitude
- Having Leadership qualities

EXPERIENCE

- **1 YEAR EXPERIENCE AS GST FILING AND ACCOUNTING SECTOR IN GST &TAX OFFICE FROM KERALA**
- **1 YEAR EXPERIENCE AS ACCOUNTS AND SALES IN TEXTILE SHOP FROM TIRUR,MALAPPURAM**

RESPONSIBILITY

- Accurately and promptly processing of documentation.
- Recording all cash activities on daily basis.
- Preparation of payment and printing of cheque.
- Ability to deal with large quantities of financial data.
- Responsible for find a good materials in better price in the market.

EXPERIENCE AS AN ACCOUNTS

- Practice in both manual and computerized accounting.
- Accounting activities up to finalization of accounts.
- Preparation of Credit Note, Debit Note, Stock, Post Dated Cheque (PDC) etc.
- Maintenance of various accounting registers for Purchases and Sales.
- Preparation of vat return file
- Preparation of payroll
- Preparation of Profit & Loss Account.
- Preparation of bank reconciliation statements.
- Preparation of cash book both petty cash book and bank columns cash book

COMPUTER LITERACY

- **Advanced Tally ERP 9.0**
- **Advanced QuickBooks**
- **Advanced Peachtree**
- **Ms- Office**
- **Well-Versed with Internet & E-Mail**
- **Data Entry Skill In (Arabic, English (35to40))**

PASSPORT DETAILS

Passport No	:	N1212694
Place of Issue	:	Malappuram
Date of Issue	:	11-08-2015
Date of Expiry	:	10-08-2025

PERSONAL DETAILS

Nationality	:	INDIA
Date of Birth	:	13-01-1996
Sex	:	Male
Religion	:	Islam
Marital Status	:	Single
Language knows	:	English/ Malayalam

VISA STATUS

Residency visa(free visa)

DECLARATION

I hereby declare that the above said information is correct and true to the best of my knowledge.

Place: Dubai, U.A.E

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