

Objective:

To work in a reputed and progressive firm to pursue a challenging career byutilizing my expert’s & professionalism and acquire an optimum level of career growth

Responsibilities:

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company’s financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations



Contact Details:

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Email:

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Education details:

- **B.COM-
CO-OPERATION
(2011-2014)**
Calicut University-
Kerala, India
- **Higher Secondary
School Certificate
(2009-2011)**
Board of Higher
Secondary
Examination – Kerala -
India
- **SSLC (Secondary
School Leaving
Certificate) -2009**
Board of Kerala - India

IT Skills:

Windows, Microsoft Office
(Excel, Power point)

- Tally ERP 9
- Peachtree
- Quick Books (QB)

WORK PROFILE		
Year	EXPERIENCE 7 YEARS	Company
DEC 2015 TO NOV 2022	<p>Role: Jr. Accounts Executive</p> <ul style="list-style-type: none"> ➤ Daily report preparation. ➤ Target analysis. ➤ Department meeting initiations. ➤ Predict financial trends. ➤ Maintain inventory and ensure items are in stock. ➤ Collect, interpret and review financial information. 	<p>KMK’S PAINTS</p> <p><u>Company Profile</u> KMK’S Paints is a leading firm in Hardware & Paints in Kerala.</p>

Year	EXPERIENCE 7 MONTHS	Company
May 2015 To DEC 2015	Role: Jr. Accounts Executive <ul style="list-style-type: none"> ➤ Daily report preparation. ➤ Target analysis. ➤ Department meeting initiations. ➤ Predict financial trends. 	STALLION GARMENTS Company profile STALLION GARMENTS is the leading firm in Textile sector in Kerala.
Year	Course	Institution
DECEMBER 2014 TO MAY 2015	ACPIFA (Advanced Certified Professional in Indian and Foreign Accounting)	IPA (INSTITUTE OF PROFESSIONAL ACCOUNTANTS) Institute profile <hr/> An Exclusive Institute for molding Professionals Accountants and ERP Consultants

Language Proficiency

- English
- Tamil
- Hindi (Avg)
- Arabic (Avg)
- Malayalam (Mother tongue)

Interests

Traveling
Photography
Playing football
social activities
Solving puzzles

Personal Information

Date of Birth:

24-11-1992

Gender: Male

Nationality: Indian

Passport No: N8594720

Marital Status: Single

DECLARATION

I do hereby declare that the above given facts are true and correct to the best of my knowledge and belief. References will be furnished upon the requests.

MUHAMMED NIZAR P