





HASHIM P

ACCOUNTANT

 hashimp510@gmail.com

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 0091 9526326499

CAREER OBJECTIVE

I look forward to a career where I will have enough challenges to encounter, prospects to grow and chances to prove myself to be a value adding by contributing to the development of the organization. At the same time, I want my career to be meaningful, rewarding and satisfying.

PERSONAL DETAILS

Panakkadan House
Thrikkalloor PO, Palakkad
Kerala. 678593

Date Of Birth: 05/Oct/1997

Father's Name: Sidhik P

Nationality: Indian

Passport No: V2146112

Religion: Islam

LANGUAGES KNOWN

English

Hindi

Arabic

Malayalam

WORK EXPERIENCE

BEAUTY MARK GOLD & DIAMONDS



ACCOUNTANT (FEBRUARY 2021 TO NOVEMBER 2021)

Specific Duties and Responsibilities: -

- Prepare and submit monthly, quarterly and annual Profit & Loss Account and Balance Sheet & Trial Balance.
- Prepare Bank Reconciliation Statement
- Prepare monthly Income & Expense Analysis Statement.
- Manage and Record Financial Transactions through Shop Plus Accounting Software.
- Prepare Schedule for Fixed Assets, Prepaid Expenses, Depreciation & Outstanding Liabilities.
- Perform Month End and Year End Closing Procedure Journal Entries, Adjustment, Accrued Entries & Reconciliation of General Ledger.
- Prepare Appointment letters & Increment letters.
- Prepare and process Final Settlement of separated staff.
- Responsible for Accounts Payable, Verify and Enter the Purchase Invoices in to Shop Plus Software
- Ensure Invoices have relevant documents such as, PO, Delivery Order, GRV, Quotations, Statement of Accounts
- Reconcile accounts payable and receivable
- Prepare Audit Schedules, Prepaid, Fixed Assets

GRAND SUPERMARKET

ACCOUNTANT (NOVEMBER 2020 TO FEBRUARY 2021)

Specific Duties and Responsibilities: -

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (2019)

Plus Two (2016)

SSLC (2014)

Diploma in Computer
Application

National Cadet Corps

COMPUTER & SOFTWARE SKILLS

Tally 9.0

Shop Plus Software

MS Office

Advanced MS Excel

Outlook

- Enter Daily sales & purchase to software
- Prepare salary statement
- Prepare Statement of Account
- Prepare Bank Reconciliation Statement
- Handle Staff Attendance Sheet
- Responsible for Accounts Receivable & Accounts Payable
- Handling Petty Cash & Inventory

ROSE ASSOCIATES & TAX CONSULTANT

TAX ACCOUNTANT (OCTOBER 2019 TO OCTOBER 2020)

Specific Duties and Responsibilities: -

- Preparing tax statements, financial statements
- Compute taxes and prepare tax returns
- Manage all accounting transactions
- Prepare budget forecasts
- Handle monthly, quarterly and annual closings
- Manage balance sheets and profit/loss statements
- Ensure timely bank payments
- Reconcile accounts payable and receivable
- Prepare Audit Schedules, Prepaid, Fixed Assets
- Manage Audit Reports
- Prepare Bank Reconciliation