



Noushad A.P
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Professional Objective

Seeking a responsible position in a reputed organization, that provides encouraging and friendly environment to explore my potential in order to enhance my capabilities.

SUMMARY

- Having more than Fifteen years experience in Accounts
- Detail-oriented, efficient and organized professional with extensive experience in Accounting
- Excellent written and verbal communication skills.
- Good working knowledge and expertise in computerized accounting
- Highly trustworthy ,discreet and ethical

Carrier Objectives

To hold the responsibilities of an Accountant position in an esteemed organization, where I could utilize my Accounting skills and experience towards the growth of the organization, as well as my career growth

Work Experience

- **Company** : Oman Graphics Co LLC , Muscat ,Oman
Tenure : Sepetmber 2018 to September 2020
Designation : Accounts Officer

- Preparation of Bank and Bank loan reconciliations Statement
- Analyzing daily fund requirement and appreopriate allocation.
- Payroll related works such as salary,incentive,gratuity.
- Accounts payable and creditors settlement
- Accounts receivable and debtors folowup
- Checking of all entries and vouchers for monthly scrutiny
- Preparation of sales quotaions and folloup.
- Handling petty cash & Passing petty cash voucher
- Cross checking and financial entries for Finalization of accounts

➤ **Company** : S.P.A feeds , Calicut , Kerala
Tenure : December 2016 to August 2018
Designation : Senior Accountant

- Checking cash and bankbook daily.
- Preparing monthly statements of debtors and creditors.
- Monitoring and preparing bank transactions and their reconciliation.
- Preparation and analysis sales, purchases and payment report

➤ **Company** : Popular Vehicles and Services Pvt Ltd-Maruti Suzuki
Designation : Accounts Assistant
Tenure : May 2006 To June-2010

Designation :Senior Accountant
: Nov-2010 to Nov 2016

- Handling petty cash & Passing petty cash voucher
- Prepares sales tax statements, vat calculation, works contract tax,TDS,Service tax
- Assisiting in preparing Monthly MIS report
- Internal auditing like the cross checking of all entries and vouchers
- Completion of data for Finalization of accounts
- Preparing and further followups of credit limit status and debtors status
- Routine day to day accounting
- Deal with daily transactions for the petty cash and ensure that reconciliation are completed
- To receive and process all invoices, expenses forms and request for payment ensuring that payment are correctly allocated
- Preparation of Bank and Bank loan reconciliations Statement
- Preparation Branch and Head office reconciliation & internal branch inspections
- Preparing Monthly Journal reports on company expenses
- Monitoring ,directing and preparing monthly invoices
- Monthly payroll list verification and lead to Salary distribution
- Verifying subcontractors invoice & Delivery note

➤ Company : **Reliance Communications**
Designation : Commercial Executive
: April 2004 to may 2006

- Customer receipts,bills outstanding collection,debtors tracking and reporting.
- controlling and tracking of collection executives
- Banking and cash handling

Educational credentials

- M.com - (Calicut University-2003)
- Bachelor Degree in Commerce- (Calicut University 2001, Kerala, India)
- Pre-Degree in Commerce- (Calicut University 1998, Kerala, India)

Applications

- Tally ERP9
- DMS,HRMS,FOXPRO
- Proficient knoweldge in Ms-Word,Excel and Power point
- WPS

Personal Details

Date of Birth : 21-04-1981
Gender : Male
Marital Status : Married
Nationality : Indian
State : Kerala
Father's Name : Beeran Kutty c
Language Known : English,Hindi & malayalam.

Permenent Address : Adacheri Paliyil h
:Kumaranellloor p.o
:Anayamkunnu
:Calicut,kerala India,673602

I hereby certify the best of my knowledge that the information given above is true and correct.

Noushad A.P