



JASIR C

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• Cjasir4@gmail.com

DOB : 16/05/2000

Languages Known : English, Malayalam

Profile Summary

Over **4 year** of experience in delivering results in **Auditing, Analyst, Accounting Executive**

- Proficient in managing various financials including Balance sheet, Income statement and statement of changes in net assets and financial highlights under the Indian Accounting Standards and in Accordance with tax and audit regulations.
- Knowledge in federal tax Authority
- Hand on experience in various Accounting Software's.
- Experienced Analysis of Payables and Receivables, Documents and Reconciliation.
- Engaged in deep dive analyses to understand business
- Supported in financial planning processes such as growth forecasting, sales goal setting, budget management, and business performance evaluation.
- Identify new business opportunities to increase growth performance and profitability.

Competencies, Expertise & Skills

Accounting Software	: Tally ERP 9, Tally Prime , WinMan (Hospitality management software)
Microsoft Office	: MS-Word, MS-Excel
Tax Computation Software's:	Winman and TaxPro
Internet Application	: GST E-Way Bill.

Education

- **B.com Finance Under Calicut University** :2018-2021
- **Higher secondary (10+2)**
- **SSLC**

Course

- Professional Business Accounting & Taxation

Experience

Cubix Foot Wear,(Calicut, Kerala)

March 2022- Present

Unit Manger

Responsibilities

- Managing various financials including Day Book, Ledgers, Balance Sheet, P/L and Trading accounts and statement of changes in net assets and financial highlights.
- Prepared and issued purchase and sales order, invoices and reports.
- Prepare financial documents such as invoices, bills and accounts payable and receivable
- Complete bank reconciliations
- Verify company accounts and rectifying any discrepancies
- Report debtors and creditors
- Calculate cost of materials, overhead and other expenses based on estimates, quotations And price list
- Prepared Final Report and records of the Accounts.
- Analysis of Payables and Receivables, Documents and Reconciliation.

The Hill District Club Resort, (Wayanad , Kerala)

July 2021 – Feb 2022

Analyst

Responsibilities

- Managing various financials including Day Book, Ledgers, Balance Sheet, P/L and Trading accounts and statement of changes in net assets and financial highlights.
- Prepared and issued purchase and sales order, invoices and reports.
- Prepare financial documents such as invoices, bills and accounts payable and receivable
- Manage payroll
- Complete bank reconciliations
- Verify company accounts and rectifying any discrepancies
- Report debtors and creditors
- Calculate cost of materials, overhead and other expenses based on estimates, quotations And price list

Contact : Jackson Sakriya (General Manager) - + 91 90721 11266

A+ Academy Commerce Institution , (Kozhikode , Kerala)

Accountant & Cum front office Assistance

April 2016- march 2020

Responsibilities

- Vouching Day Book, Ledger, Bank statement and Preparation of Receipts & Payment Accounts, Income & Expenditure Accounts, Balance Sheet.
- Prepared Final Report and records of the Accounts.
- Analysis of Payables and Receivables, Documents and Reconciliation.

Contact : CEO A+ Academy - +91 72939 36854

Projects

- **ELECTRONIC BANKING HABITS OF WOMEN IN MALAPPURAM MUNICIPLAITY** **5 Months**
A Study on Electronic Banking Habits Of Women In Malappuram Municipality

Personal Details

- Nationality : Indian
- Date Of Birth : 16/05/2000
- Marital Status : Single
- Gender : Male
- Father's Name : Hassan Koya c
- Address : Kattukulam (H)
Near Kinfra Industrial park ,
Kakkanchery, Pallikkal (P.O)
Malappuram , Kerala
PIN: 673634

Declaration

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.
