



MUHAMMED ASHAD. A K

PROFILE

Accomplished Certified Accountant with 3 years of experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations. Capable professional with expertise in many of the most common accounting software programs. Strong work ethic and commitment to integrity and accurate record keeping. Eager to join a team and help improve an organization's financial focus and To carry the challenging position of Accountant/Auditor in the industry wherein I could work upon the best skills and experience and become an integrated part of its growth.

CONTACT

PHONE:
+918606396998

EMAIL:
Ashadak2015@gmail.com

EDUCATION

Calicut University, India

2012 - 2015

Bachelor of Commerce (B.Com) – Co-Operation

Kerala Higher Secondary Board, India

2010 - 2012

Higher Secondary (Commerce) – 12th

PROFESSIONAL QUALIFICATION

Spectrum Education, India

2016

CPFA – Certified Program in Financial Accounting

- Tally ERP9
- Peachtree Accounting
- QuickBooks Accounting
- E-Filing of Statutory returns
- Advanced of Excel & Power point
- Practical Accounting

WORK EXPERIENCE

AMH & ASSOCIATES

(Chartered accountant)

Job Position : Assistant Accountant

2018 -2019

- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Examining bank statements and reconciling them with general ledger entries
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable..
- Support month-end and year-end close process.
- Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Managed a new system of record keeping for employees to input all spending and record all company payments and invoices.
- GST Filing
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Ramachandran & Thomas Chartered Accounts.India

Audit Assistant

2016-2017

- Vouching of income and expenditure.
- Ledger scrutiny.
- Preparation of financial statement.
- E-filing income tax and GST return filing.
- Project Report preparation.

Yorkz Readymades

Jr. Accountant

2018

- Day to day business transaction recording.
- Invoice processing.
- Dealing cash and cheque transaction.

PERSONAL DETAILS

Name : Muhammed Ashad. A k
Nationality : Indian
Gender : Male
Religion : Islam
Date of birth : 27-May-1994
Marital Status : Single
Passport No : P8104411

LANGUAGE PROFICIENCY

English - Read, Write & Speak
Malayalam - Read, Write & Speak
Hindi - Read, Write
Arabic - Read

PERSONAL STRENGTH

- Self Confidence
- Quick learner
- Good team player
- Communication
- Social Adaptability

- Budget preparation.
- Reconciliation of accounts.
- Preparation and submission of statement.

BHARATH CEMENTS & STEELS (2019-2020)

- Working as an accountant come manager.

SKILLS

- Knowledge of the accounting principles, procedures and standards.
- Highly capable of detecting errors, miscalculation and inaccurate formatting.
- Highly trustworthy, discreet & ethical.
- Experience in Microsoft Office Suite.

ACHIEVEMENTS

Micro Soft Specialist

CERTIFICATIONS

- **CPFA** - Certificate program in financial accounting - 2016
- **Tally** - 2016
- **Microsoft office specialist** - 2016
- **E- Accountant** - 2016

REFERENCE

- Mr. Thomas, CA
Ramachandran & Thomas Chartered Accountant
Ramachandran&thomas@gmail.com
+91 9744247133
Ayoob
Managing Director
Yorkz Readymades

DECLARATION

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

Muhammed Ashad. AK