



MUHAMMED ANSAL MAJEED

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CAREER OBJECTIVE

To be an outstanding professional in an organization where I can improve my knowledge and utilize it to enhance the company to the next higher level.

PROFESSIONAL EXPERIENCE

Accountant

Wave Online Infoway (P) Ltd.
Vytilla, Ernakulam

Feb 2017 – till date

Key Responsible Area:

- » Prepare monthly and annual financial statements for company.
- » Processing payroll with zero tolerance for any error concerning salaries.
- » Catering to employee's payroll related query through calls and emails.
- » Working closely with HR manager for salary inputs and other matters.
- » Making absolutely sure of submission of PF withdrawal/ transfer form to PF office for settlement.
- » Allocating PF UAN numbers to new comers.
- » Ensuring complete compliance with regards to payment of statutory payroll liabilities comprising PF, PT, ESIC, TDS remittance, etc.
- » Managing preparation of month – end salary and reconciliation of all salary accounts.
- » Scheduling reports for yearly audits.
- » Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- » Review accounts payable and accounts receivable.
- » Review and verify accuracy of reported data.

Team Lead
Wave Online Infoway (P) Ltd.
Vytilla, Ernakulam

Jan 2015 – Jan 2017

Key Responsible Area:

- » DSP/ Re-DSP records of the team members.
- » Pend percentage to be tracked daily and reported.
- » Zero logins to be tracked daily and escalated as needed.
- » TAT and productivity to be checked for and issues addressed and/or escalated.
- » Hourly productivity for the accounts/team to be checked.
- » Communicating with the team regarding their productivity and Quality scores.
- » FIESA feedback compliance should be met and above 95% at all times.

EDUCATIONAL DETAILS

- » MBA – Marketing & Finance
TKM Institute of Management, Kollam, Kerala
- » Bachelor of Commerce
Marian College Kuttikkanam, Kerala
- » Higher Secondary Education(CBSE)
St. Antony's Public School & Junior College, Kanjirappally, Kerala
- » Secondary Education (CBSE)
St. Antony's Public School & Junior College, Kanjirappally, Kerala

INDUSTRIAL FAMILIARIZATION PROJECTS

1. Organization : BhartiAirtel Ltd., Mangalore
 Duration : April 15th 2013 to May 13th 2013
 Nature of work : Marketing
2. Organization : Religare Securities
 Duration : December 2nd 2013 to 31st December 2013
 Nature of work : Marketing
3. A study on small and medium enterprises sector financing conducted at Dhanlaxmi bank
 Duration : 2 months

PROFESSIONAL ATTRIBUTES

- » Attention to detail
- » Punctual, hardworking, with efficient time management skills
- » Ability to shoulder responsibilities
- » Decision-making
- » Enthusiast and positive thinking

PERSONAL DETAILS

Date of birth : 17-12-1988
Father's Name : P.S. Abdul Majeed
Gender : Male
Passport Number : N5008199
Date of Expiry : 6/12/2025
Personal Interests : Football, Social networking, Listening to music
Address : Plammoottil(H), 1st Mile, Anakkal P.O, Kanjirappally
Kottayam, Pin: 686508

Place: Kanjirappally

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