

# **IRSHAD MK**

## **MBA and Mcom**

### **ACCOUNTING, FINANCE PROFESSIONAL, HUMAN RECOURSES AND SALES MARKETING EXPERT**



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#### **Career Objective**

Intend to build a career in a well-known Business enterprise to enhance my quality, skills, knowledge and technique for the betterment of the enterprise. Perform well under pressure and short-notice demands. Also have a strong desire to grow professionally and constantly ready to face the Challenges.

#### **Professional Experience**

**(17/12/2018 to 25/02/2020 )**

**(ACCOUNTANT)**  
**( Homestead Builders Pvt Ltd )**  
**(India, Kerala )**

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- Assumed responsibility for resolving outstanding balance sheet items.
  - Managed accounts payable, accounts receivable, payroll-related accounts and purchase reports.
  - Developed Accounting System for Construction Costs and Operations.
  - Prepared monthly financial statements, reviewed jobs in process, and updated progress reports for field managers and Implemented new cost worksheets.
  - Maintained development and construction budgets.
  - Maintained detailed records of Owner's Purchase Orders on Excel spreadsheet for payments.

**(Business Development Executive )**

**( 10/03/2017 to 01/08/2017 )**

**( HDFC Bank )**

**(India, Kerala )**

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- Work with senior team members to identify and manage risks.
- Maintain fruitful relationships with clients and address their needs effectively.
- Research and identify new market opportunities.
- Overseeing and developing marketing campaigns.
- Conducting market research and analysis to evaluate trends.

**(ACCOUNTANT )**

**( 01/08/2016 to 01/03/2017 )**

**(Almas Hospital )**

**(India, Kerala )**

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- Responsible for handling cash and petty cash.
- Preparation of daily reports, day book, ledger account and trial balance.
- Oversee the accounts payables and accounts receivable systems in order to ensure complete and accurate records.
- Managing of efficient payroll system.
- Handling bank accounts, reconciliation and day to day interaction with the bank.
- Supervise administrative services within the municipal office.
- Determining debit note and credit note.
- Preparation of profit and loss accounts, Balance sheet, Bank reconciliation statement.
- Responsible for giving instruction to all subordinates & distributing duty to subordinates.
- Managing day to day incomes and expenses.
- Financial statements, including distributing monthly revenue and expenditure reports to General Manager.
- Assist Management for decision making & smooth running of business.

**Educational Qualification**

- MBA ( Marketing and Human Recourses)
- M Com (Finance)
- B Com ( corporation)

### **Computer Skills:-**

- **Accounting Software:-**

a) Tally                      b)Excel                      c)Peachtree              d)Quik-Books

- **Microsoft Office Package:-**

a) Microsoft Word   b) Microsoft Excel      c) Microsoft Power Point.

### **Skills:-**

- Highly motivated team player with good communication and Interpersonal skills.
- Adaptive and Initiative with good organizing skills.
- Positive attitude and Self-disciplined.
- Good presentation skills.
- Willingness to learn and a keen listener.
- Able to grasp new ideas, concepts and methods. Highly motivated, positive and goal-oriented, with demonstrated professionalism, attention to detail, highly developed analytical faculties as well as the ability to build and lead effective teams.
- Accustomed to long work and a good team player.
- Ability to use & learn new technologies fast.
- Organizational and planning skills.
- Attention to detail & Communication Skills
- Information gathering and management.
- Problem analysis and resolution.

### **Personal Information : -**

D.O.B	: 08/11/1990
Marital Status	: Married
Religion	: Islam
Language Competency	: English, Hindi & Malayalam
Visa Status	: Valid Up to 05/11/2020

### **Declaration: -**

I hereby declare that all the information given above are true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.

**Irshad**