



# Resume

## IRSHAD KOVVAPURATH

### SUMMARY

An ambitious and talented accountant with over three years of experience. With outstanding computer skills, I am currently seeking employment with an organization that will allow me to express my abilities while also allowing me to collaborate with talented colleagues.

### CONTACT

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 +971 505332387

 Abu Dhabi, UAE

### ABOUT ME

Date of Birth : 20<sup>th</sup> Nov 1997 (24 Years)

Nationality : Indian

Marital Status : Unmarried

Languages Known : English, Malayalam,  
Hindi, Arabic (Beginner)

Visa Status : Visit Visa; Expiring on  
30/04/22

### I AM GOOD IN

MS Office

Tally ERP

Peachtre

### EDUCATION

Bachelor of Commerce (2015-2018)  
KANNUR UNIVERSITY, Kerala, India

### EXPERIENCE

Assistant Accountant  
Haji A Abdul Azeez Trading Ltd, Kerala, India  
(September 2018 – October 2021)

*My Duties were:*

- Enter purchase, sales, payment, receipt, collection, and journal vouchers.
- Verify and vouch for purchase and sales invoices.
- Prepare bank reconciliation statements.
- Providing administrative support to chief accountants. Undertaking clerical supports such as typing, filing, making phone calls and handling mail
- Registers sales on a cash register by scanning items, itemizing and totaling customers purchases.
- Preparing and managing ledgers, processing invoices and preparing tax returns.
- Billing and day-to-day cash transactions.

### STRENGTHS

- Positive attitude and the ability to work with people at all levels of the organization.
- The ability to grasp and learn new things.
- Excellent interpersonal skills.
- Committed to self-development in order to achieve the organization's overall goals