

SALMAN FARIS MUTTIKKAL

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Objective

To obtain an interesting and challenging position in a reputed company where in I will be able to use my skills and potentials that I have gained from my diverse experience and define a comprehensive career development to serve the company.

Summary

- Higher Secondary
- Possess Bachelor Degree (B. Com)
- Proficiency in Manual & Computerized accounting with Tally GST ERP09
- Diploma in Computer Application
- Academic Credentials

Work Experience

- Organization : **M/s Friends Tools and Hardware**
Mannarkkad, Palakkad, Kerala, India
- Position : Assistant Accountant
- Period : From January 2020 to January 2022
- Nature of Work : Manual & Computerized Accounting

Nature of Job

- Control overall accounting and financial matter
- Handling and maintaining Accounts up to finalization
- Preparation of year ending Schedules and Accounts for audit
- Reconciliations of Bank, H.O. Branches, Debtors, Creditors and Stock.
- All kinds of Bank Transactions, Maintain Payroll & Filing of Sales tax returns
- Responsible for all accounts related document, i.e. filling, faxing, dispatching invoices etc.
- To assist general office duties for other departments, i.e. Operations, Procurement, Application, Contract Administration etc.

Educational Qualification

Academic

- B.com Degree from University of Calicut, Kerala, India
- Higher Secondary – Govt. of Kerala, India
- Secondary (S.S.L.C) Govt. of Kerala, India.

Professional

- Proficiency in Manual & Computerized accounting with Tally GST ERP09
- Diploma In Computer Applications

Languages Skill

English	Speak	Write	Read
Arabic		Write	Read
Malayalam	Speak	Write	Read

Passport Details

Passport No. : S8907590
Date of Issue : 12/12/2018
Place of Issue : Kozhikkode
Date of Expiry : 11/12/2028
Visa Status : Visit Visa

Personal Details

Name : Salman Faris Muttikkal
Father's Name : Rafeek Muttikkal
Nationality : Indian
Date& Place of Birth :20-07-2000, Kerala
Sex : Male
Marital Status : Single

I hereby certify that the above information is true and correct to the best of my knowledge

SALMAN FARIS MUTTIKKAL