

ASHFIN P.G

Secure a position with a organization where i can be part of an executive teams and diversify my management skills to maximize results and achieve business objectives



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Dubai , United Arab Emirates, Indian

Ashfinpg

WORK EXPERIENCE

Accountant & Tax Assistant

Shameem Riyas & Associates

2019 - 2020

Kerala, India

Achievements/Tasks

- Prepare tax returns, payments, necessary paperwork, and reports.
- Proficient in Tally ERP9 and Time Management
- Assist Senior accountant in Income Tax auditing and Taxation Analytic
- Analyzed monthly balance sheet accounts or corporate reporting

Accountant cum Office Administrator Member Of Parliament Office (Rajya Sabha)

2017 - 2019

Kerala, India

Achievements/Tasks

- Accounts Management
- Coordinating Office activities
- Manage phone calls and correspondence
- Create and update records and databases
- Maintaining a clean and enjoyable working environment
- Sorting and filing documents

Accounts Trainee

Institute Of Professional Accountant

2016 - 2017

Kerala, India

Achievements/Tasks

- Accounts Management
- Inventory Management
- Tax Management
- Payroll Management
- MIS Reporting

EDUCATION

Bachelor Of Commerce

Bharathiar University

2017 - 2019

Tamilnadu , India

Courses

- B.com (Finance)

Post Graduate Diploma in Indian And Foreign Accounting

Institute Of Professional Accountant

2016 - 2017

Kerala, India

Courses

- PGDIFA

SKILLS

Logistics Coordination

Financial Accounts

Pricing

Operation Management

MS Office Suites

Microsoft Windows OS

Tally ERP 9

IFRS

Advance Peachtree/Sage 50

Advanced Quick Books

SAP Business One Business User

PERSONAL PROJECTS

Shipping And Logistics (2015 - 2016)

- Level : Professional Diploma
- The project attempted to study the firm wide analysis of the organization in terms of shipping and logistics with short internship

CERTIFICATES

STED COUNCIL (2016)

Shipping And Logistics

IPA ISO CERTIFIED (2017)

Post Graduate Diploma in Indian and Forieng Accounting

CERTIFICATE OF COMPLETION (2017)

SAP Business One Accounting & Logistics

CERTIFICATE OF MERIT (TIL) (2017)

Tally ERP 9

British Council (2014)

Aptis Forward Thinking & English Testing

LANGUAGES

English

Full Professional Proficiency

Hindi

Limited Working Proficiency

Malayalam

Native or Bilingual Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Football

Cricket

Sports

Social works

Movies

Musics

Swimming