

Curriculum Vitae



Muhammed Irshad Pallivalappil

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CAREER OBJECTIVE

To be part of dynamic and progressive organization, that offers challenging working environment where one can utilize energies and competence in a positive direction and contribute towards overall objectives of organization.

I am willing to locate anywhere in the following fields.

- Computer related profession.
- Accounting and Auditing.
- General services administration.
- Cash dealings.

EDUCATIONAL QUALIFICATION

- Master's degree in commerce from University of Madras, Chennai, India.
- Bachelor's degree in commerce from Kannur University, Kerala, India.
- +2 in Commerce from Board of Higher Secondary Examination, Kerala, India.
- S.S.L.C. from State board of examination, Kerala, India.

❖ **OTHER QUALIFICATION:**

- ADCFA (Advanced Diploma in Computerized Financial Accounting).
 - CMA Pursuing.
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COMPUTER COMPETENCY

Application software:

Ms word, Ms-Excel and Ms-Power point.

Accounting Software:

Tally, Peachtree.

LANGUAGE PROFICIENCY

Language	English	Hindi	Malayalam
Read	✓	✓	✓
Write	✓	✓	✓
Speak	✓	✓	✓

WORK EXPERIENCE

A. KALYX PLASTI-PACK (KANNUR, KERALA, INDIA)

Designation: Accountant

Duration: March 2020 – August 2020.

- Accounting Purchase and Sales
- Managed a new system of record keeping for employees to input all spending and record all company payments and invoices.
- Preparation of Sales Invoices.
- Cash dealings.
- Reconciliation of Bank Accounts
- GST Returns filing.

B. CA. JAYASANKER. N.G. ASSOCIATES (KANNUR, KERALA, INDIA)

Designation: Audit Assistant

Duration: January 2019 – February 2020.

- Assist in financial Auditing
- Accounting Clients' Financial Transactions.
- Reconciliation of Bank Accounts
- GST Returns filing.

PASSPORT DETAILS

Passport No. : U6556137
Date of issue : 17-01-2020
Date of Expiry : 16-01-2030

PERSONAL DETAILS

Date of birth : 19-06-1995
Nationality : Indian
Sex : Male
Marital Status : Single
Religion : Islam

DECLARATION

I hereby declare that the above data are true and correct according to my knowledge and belief.

Muhammed Irshad Pallivalappil