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[asifvellaloor@gmail.com](mailto:asifvellaloor@gmail.com)

## ASIF K

### OBJECTIVE

To work with an organization having strong vision and mission to enhance its growth and development providing simultaneous opportunities for strengthening the fundamental of my own self and further enhance my knowledge.

### EXPERIENCE

- From September 2019-February 2020: UNILEVER Branch at Kochi, Kerala, India, **ASSISTANT ACCOUNTANT**  
Job Responsibilities;
  - File maintenance
  - Invoice creation
  - Making journal entries
  - Maintaining Purchase&Sales including stock register
  - Handling Bank statements and Bank deposits
- From March 2020-October 2020: S.A ASSOCIATES Edappal, Kerala, India, **ACCOUNTANT**  
Job Responsibilities;
  - File maintenance
  - Invoice creation
  - Data entry
  - GST related activities
  - Making journal entries
  - Maintaining Purchase&Sales including stock register
  - Handling Bank statements and Bank deposits
  - Dealing With the preparation and submission of GST returns on amonthly basis

### EDUCATIONAL QUALIFICATION

- **BACHELOR OF COMMERCE**  
**Finance Calicut University-2019**

### CERTIFICATES

- Post Graduate Diploma in Indian and Foreign Accounting (PGDIFA) in institute professional accountants, Kerala, India
- TALLY ACE CERTIFICATE
- INTUIT QUICKBOOKS CERTIFICATE
- MICROSOFT OFFICE SPECIALIST(MS EXCEL) CERTIFICATE
- Practical GST Certificate
- Practical Gulf VAT certificate

## KEY SKILLS

Excellent in communication  
Excellent in customer relation  
Positive attitude, punctuality & adaptable

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## LINGUISTIC ABILITY

English, Hindi, and Malayalam

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## PERSONAL DETAILS

NATIONALITY : Indian  
AGE & DATE OF BIRTH : 21 Years, 20/06/1999  
MARITAL STATUS : Single  
GENDER : Male  
CURRENT LOCATION : UAE  
VISA STATUS : Visiting expired on :27/02/2021  
PASSPORT : S5034981 (Valid till 2028)  
ADDRESS : Kunnath (H), vellalloor, kumaranallur (PO)  
Palakkad (DIST),679552(PIN) Kerala

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## DECLARATION

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

**ASIF K**

**For more information please don't hesitate to contact me**

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