



BAHEEJ P

ACCOUNTANT

MOBILE:971566965697
baheejp13@gmail.com

PROFESSIONAL PROFILE

A POSITION IN A RESULT ORIENTED ORGANIZATION THAT PROVIDES AN OPPORTUNITY TO ENCOUNTER CHALLENGES, EXHIBIT ATTITUDE AND ADROITNESS IN INNOVATION AND CREATIVITY TOWARDS COUNTINUED GROWTH AND ADVANCEMENT.

SKILLS

TALLY
MS EXCEL
PEACHTREE
SAP FI/CO
QUICK BOOKS

SKILL HIGHLIGHT

ABLE TO WORK INDEPENDENTLY.
SELF MOTIVATED WITH POSITIVE ATTITUDE.
THRIVE ON WORKING IN A CHALLENGING ENVIRONMENT.
GOOD TEAM WORK EXPERIENCE.

CONTACT DETAILS:

NUAIMIYA
AJMAN
UNITED ARAB EMIRATES

971566965697
BAHEEJP13@GMAIL.COM

- DATE OF BIRTH : 13 - 11 - 1995
- MARITAL STATUS : SINGLE
- VISA DETAILS : VISIT VISA
- PASSPORT DETAIL : M7834692
- NATIONALITY : INDIAN
- LINKEDIN ID :
www.linkedin.com/in/baheej-p-142668183/

LANGUAGES

ENGLISH
HINDI
MALAYALAM

CAREER HISTORY

ACCOUNTANT

**DUBAI GOLD AND DIAMONDS
VALANCHERY
APRIL 2017 - DECEMBER 2019**

- ACCOUNTING - COMPUTERIZED AND MANUAL UP TO FINALIZATION
- AUDITING - PRE AUDIT LEVEL (VOUCHING , LEDGER ANALYSIS, BS PREPARATION)
- PF AND ESI
- BANK RECONCILIATION , PROJECTION REPORTS AND COMPANY REGISTRATIONS

ASSISTANT ACCOUNTANT

**GLOBESTA AUDITORS AND ACCOUNTS
ERNAKULAM
APRIL 1ST 2016 - MARCH 14 2017**

- ACCOUNTING - COMPUTERIZED AND MANUAL UP TO FINALIZATION
- AUDITING - PRE AUDIT LEVEL (VOUCHING , LEDGER ANALYSIS, BS PREPARATION)
- TAXATION - INCOME TAX , SALES TAX , LUXURY TAX AND PF , ESI
- ASSISTING SENIOR ACCOUNTANTS

ACADEMIC BACKGROUND

**MADURAI KAMRAJ UNIVERSITY
B-COM**

MADURAI
MARCH 2016

PLUS TWO

COMMERCE

BOARD OF HIGHER SECONDARY
KERALA
2011 - 2013