

MUHAMMAD DILSHAD K

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Position Applied : Accountant

OBJECTIVE

Seeking a position with a dynamic organization which will enable me to apply my educational and creative skills and have the opportunity to develop in-depth knowledge of perineum Driver To make optimum use of my skills and capabilities in a reputable organization that will offer me a chance to grow my career opportunities.

EDUCATIONAL QUALIFICATION

- ✿ B.Com- Bachelor of commerce - 2015-2018
- ✿ Diploma in Business Accounting & Taxation From Horizon Institute for Business Accounting & Taxation in the year of March 2019.

WORK EXPERIENCE

- ✚ Position : Assistant Accountant
Company : AAKK & Associates Chartered Accountants Calicut
Duration : 11th March 2019 – 20th Sep2019
- ✚ Position : Assistant Accountant
Company : Horizon Institute for Business Accounting & Taxation , Calicut
Duration : 06th Aug 2018 – 05th Feb 2019

KEY SKILLS

- ❖ Experience in MS Office
- ❖ Experience in Tally ERP
- ❖ Experience in Taxation
- ❖ Strong Communication Skills
- ❖ Accounting operation Professional
- ❖ Up To date with Technologies
- ❖ Self – motivated professional
- ❖ Adaptability
- ❖ Problem solving
- ❖ Social media

DUTIES & RESPONSIBILITIES

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

PERSONAL DETAILS

Date of Birth	:	16/Feb/1998
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Single
Language Known	:	English, Malayalam , Hindi

DECLARATION

I hereby declare that all the above details are true and best of my knowledge. I promise that I am eligible to do the above mentioned posts in the Company.

Place:

Date :

Muhammad Dilshad k