



ARSHAD NP

ACCOUNTANT

PERSONAL SUMMARY

Finance Professional with more than 4 years of experience in General Accounts who is seeking to obtain a significant position as an Accountant in a reputed firm wherein I learn and excel in finance operations.

CORE COMPETENCIES

- Reconciliation of Accounts
- Financial Analysis
- Finalization of Accounts
- Financial Audits
- Book keeping
- Communication/Interpersonal Skills
- Documentation
- VAT Policy and Procedure

CONTACT & OTHER DETAILS

- Mob no +8136886821
- E-Mail : arshadachunp@gmail.com
- Address: Baithul
suroor,mammakkunnu,PO
Kadambour
- Nationality: India



WORK EXPERIENCE

TILE STUDIO,MATTANNUR,KERALA,INDIA

General Accountant

08.08.2019 – 11-11-2020

- Performing General Accounting activities such as preparation, maintenance, and reconciliation of ledger accounts.
- Preparation of financial statements, such as P&L and balance sheet.
- Calculation of depreciation, leave salary and gratuity
- Prepares payments by verifying documents, and requesting disbursements.
- Preparing GST
- Performing monthly closing and year-end closing process to ensure all activities/entries/operations are completed.
- Managing both accounts receivables and payables.
- Preparing all documents for the annual audit process and coordinating with external auditors.

WHITE STONE INTERNATIONAL LLC , SAHAM,OMAN

Accountant And Store Keeping

02.02.2017 to 25.04.2019

- Preparation of General financial statements.
- Prepare Delivery management
- Stock maintaining
- facilitated account closing procedure each month.
- Invoice and expense report preparation.
- Bank reconciliation
- Documentation and Administrative tasks.
- Preparing and maintain both account payable and receivable

Arunchand & Company, Kannur (Accounts & Tax Practitioner)

Accounts Assistant

05.05.2015 to 14.12.2016

- Managed multiple accounting/financial database.
- Regularly audited company books and represented detailed reports to the executive team.
- Computed taxes owed by applying prescribed rates, laws and regulation.

IT SKILLS

- MS Office Professionals
- SAP (ERP)
- Tally ERP9
- Peachtree
- Quick books
- HTML
- SQL

LANGUAGES

- English – Speak, Read, Write
- Hindi – Speak, Read, Write
- Arabic – Read, Write
- Malayalam – Native



ACADEMIC DETAILS

- B. Com (Bachelor of Commerce)
Bharathiar University - 2015
- Plus 2 Commerce
Board of Higher Secondary Education of Kerala - 2012
- S.S.L.C
Education Board of Kerala - 2009

DECLARATION

I hereby declare that the above stated information and details are true and correct to the best of my knowledge.

ARSHAD N.P