



# AJMAL K M

## ACCOUNTANT

### EXECUTIVE SUMMARY:

I am an Accountant expert and supervisor seeking a full-time position in the field of Contracting, Banking, and Financial planning where I can apply my skills and knowledge.

### SKILLS & EXPERTISE:

- Taxation and Law
- Financial Management and Guidance
- Bookkeeping and Transaction Archiving
- Budget Report Writing
- Account Payables & Receivables
- Petty Cash Handling
- Payroll Accounting
- VAT Filing
- Verification & Posting of Invoices
- Preparing Debtors and Creditors reconciliation
- Ensure accurate & appropriate recording of revenues and expenses

### CONTACT INFORMATION:

Phone: +971582864885  
Email: ajmalkm22mon@gmail.com

### REFERENCES:

Sabeer Khalid  
+971552862286  
Managing Director - Inn Decor LLC - Dubai

Bennet John  
+914872325720  
HR Manager - Norms Management Pvt Ltd - India

### CAREER SUMMARY:

#### ACCOUNTANT

**Inn Decor LLC - Dubai | 2018-2020**

- Responsible for tracing all accounting works of the company
- Preparing and filling FTA quarterly VAT payments
- Responsible for providing all general administration works of the office and keeping records accurately

#### ACCOUNTANT

**Maruthi Market Movers - Kerala - India | 2016-2018**

- Checking stock, accounting daily sales & Purchase transactions
- Assisted the financial team in encoding budget reports
- Carrying out general office duties

#### HR EXECUTIVE

**NORMS Management Pvt Ltd - India | 2013 - 2015**

- Filing monthly ESI & PF records of clients in Govt. website
- Maintaining employee salary & attendance records accurately
- Assisting the accountant for checking the accounts records

### ACADEMIC HISTORY:

#### UNIVERSITY OF CALICUT - INDIA

**Bachelor of Commerce, 2013**

- Graduated with a Bachelor's Degree in Accountancy

#### ACCOUNTANTS ACADEMY - KERALA

**Advanced Diploma, 2014**

Advanced diploma in manual and computerised accounting