



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:

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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