



MOHAMMED AFNAN. VP

Accountant

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Malappuram, Kerala, India

SUMMARY

Accountant with over 3 years of experience in financial reporting, tax audit procedures, and financial data analysis. Proven track record of optimizing financial transparency, enhancing efficiency, and identifying savings opportunities. Skilled in collaborating with diverse financial teams to achieve company objectives.

EXPERIENCE

Cashier-cum-Accountant 2022 - Present

VTS Wedding Centre ↗

- Address customer queries related to the products, fabric types, promotions, and store policies.
- Utilized POS systems efficiently, minimizing customer wait times.
- Followed all store policies regarding payment processing and cash handling.
- Maintain accurate and up-to-date records of daily sales, purchases, and cash flow.
- Oversee ledger reconciliation and manage accounts payable/receivable.
- Handle and document payments to suppliers for textile goods and materials.
- Maintain inventory records in coordination with the store's purchasing team.
- Analyze financial data to identify trends, potential risks, and areas for cost reduction.
- Prepare financial statements and monthly and quarterly reports.
- Preparing documents for tax reporting and compliance, especially sales tax on textile transactions.

Billing Executive 2021 - 2022

VTS Wedding Centre ↗

- Maintained up-to-date knowledge of billing regulations and industry best practices.
- Resolved billing problems using successful communication with involved parties.
- Trained new staff on billing systems and procedures.
- Handled returns and exchanges with focus on customer satisfaction.
- Helped office personnel with errands, paperwork and data entry.

Relationship Manager 2019 - 2021

KVR Autocars PVT. LTD ↗

- Building strong customer relationships and helping the sales team achieve sales and customer satisfaction goals.
- Developed strong relationships with clients, addressing their needs and concerns.
- Identified new business opportunities within existing client base.

EDUCATION

Diploma in Indian and Foreign Accounting (DIFA) 2019 - 2020

Institute Of Accountants And Bookkeepers (IAB) - Level 3 Diploma in Accounting and Cash Management

Commerce (Plus Two) 2016 - 2018

Darunnajath Higher Secondary School - Bord Of Kerala Higher Secondary Education

CERTIFICATES

Complete Beginners Course to Master Microsoft Excel ↗
Eduonix Learning Solutions

TallyACE ↗
Tally Education (TEPL)

Diploma in Indian and Foreign Accounting (DIFA) ↗
Institute of Accountants and Bookkeepers (IAB)

SKILLS

Tally Prime	Expert	Payroll	Advanced
QuickBooks	Advanced	Reconciliation	Expert
Microsoft Excel	Expert	Data Analysis	Expert
SAP	Intermediate	Analytical Skills	Expert
Financial Reporting	Advanced	Communication	Expert
Banking	Expert	Problem-Solving	Expert

LANGUAGES

Arabic	Basic	English	Fluent
Tamil	Intermediate	Malayalam	Native
Hindi	Basic		