

SHARAFUDHEEN K

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Address

Karuvalappil house
Muttil PO, WAYANAD
Kerala.673122

Contact Numbers:

0091 9656049363

Skype ID:

Personal Data:

DOB :12/08/1988

Sex : Male

Nationality : Indian

Marital Status : Married

Languages Known:

English, Hindi,

Passport Details:

Number :

Exp Date:

OBJECTIVE:

To be exposed to diversified spheres of Audit/Accounts wherein I get an opportunity to widen my horizons for mutual growth.

EDUCATIONAL QUALIFICATION

- MCOM WITH FINANCE
Madura kamaraj university with 55 %.
- B.COM WITH CO OPERATION
Calicut university with 50%.
- PLUS TWO IN COMMERCE
Secondary School Certificate 55%

PROFESSIONAL QUALIFICATION

- CERTIFIED PROFESSIONAL ACCOUNTANT
IPO accounting institution in Calicut
- CERTIFIED COMPUTERISED ACCOUNTANT
Sultan battery Wayanad

WORKING EXPERIENCE

- Worked as an Internal Auditor in India's largest gold loan Financing Company named MUTHOOTFINANCE (Ltd) in Karnataka, & Goa & Tamilnadu from March 2011 till 022/05/2014.
- Worked as an Accountant in MR Tyres (Trading sector) agencies Muttil,Wayanad, Kerala on 01/06/2014 to 31/03/2018
- Worked as a accounts in charge in Hillwood homework(Manufacturing and trading sector) showroom Ernakulum, Kerala on 01/5/2018 to 25/01/2022
- Working as internal auditor in kabani group (FMCG manufacturing) sector on 01/02/2022

REFERENCE

- Shrafudheen NK MD of MR tyres and batteries Mobile 096526896032
- Antony VX Accounts and operational manager Hillwood homework :8157936000
- Sanoop Accounts manager Kabani group Mobile : 9846089544

NATURE OF WORK DONE IN MUTHOOF FINANCE

- Verifying books of accounts & Registers and related documents files in a branch
- Risk analysis and risk based auditing
- KYC compliance audit
- Testing of the company's AML policy and procedures
- Carry out the planning and execution audit of the AML audits within the context of the branch
- Internal business assessment of the branch and act as a facilitator.
- To identify malpractices in the branches and give future suggestion to improve the quality business of the branches.
- Give training to newly recruited staff to ensure the quality of business in the branch
- To conduct risk analysis of the branch and provide information to the higher authorities
- Responsibility towards analysis of business in the branches and give suggestion for future improvement.
- Responsibility of conducting quarterly meeting as per the reports submitted to top management and regional office and arrive suggestion to improve the performance of the branch

NATUTRE OF WORK DONE IN MR TYRE BATERIES

- Recording day today business transaction
- Preparing invoice
- Accounts payable and receivable
- Preparing finalization of financial statement, and bank reconciliation.
- Preparing and maintaining of various registers like Purchase register, sales register, stock register, creditors and debtors register,
- Control and managing debtors and creditors balance.
- GST filing

NATURE OF WORK DONE IN HILLWOOD HOMEWORK

- Maintaining financial records
- Handling accounts payable and receivable
- Preparing and checking invoices
- Resolving accounts to the general ledger
- Updating day today business activities and reporting to management
- Find out the gross profit and costing of every sales orders and reporting to management
- Payroll management.
- Inventory Management.
- Handling all types of statutory obligation (GST,IT,VAT,ESI &PF)

NATURE OF WORKS DOING IN KABANI GROUP

- Its branch audit ,Stock audit, Vehicle stock audit, Route audit
- Verifying books of accounts & Registers and related documents
- Involving financial reporting, risk management, compliance and integrations.
- Preparing tax returns.
- Complete the yearend audit process
- To identify malpractices and give future suggestion to improve the quality business
- Verifying financial statement on a monthly basis

DECLARATION

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

Sharafudeen k