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 **ALFAS UT**

 Madinat

Madinat.251113@2freemail.com

**Summary**

I am a disciplined, career oriented and academically sound finance professional looking forward to being associated with a dynamic organization; where I can utilize my academic knowledge and enthusiasm to work hard for my personal growth and for the betterment of the organization. I am a highly motivated team player with excellent team playing capabilities.

**Skills**

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| --- | --- |
| * Well verse in Tally.
* Expert in Peach Tree Version.
* Expert in Quick Books
* Computer fundamentals
* Microsoft Office Suite
 | * ERP (Enterprise Resource Planning) Software
* Strong communication Skills
* Superior attention to detail
* Self-motivated Professional
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**Work History**

**CA Muhammad Sadique TK. B.COM, ACA** June 2013 to Jan 2014

**Accounting Assistant**

* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Posted receipts to appropriate general ledger accounts.
* Computed taxes owed by applying prescribed rates, laws and regulations.
* Maintained nearly 100% accuracy in calculating discounts, interest and commissions.
* Prepared Final Accounts (Trading Accounts, Profit & Loss Account & Balance sheet).
* Managed general office administration and maintaining client accounts, prepared and presented weekly report to management and clients.

**Education**

**Professional School of Accounting** Oct 2014

**PG Diploma**

Practical (Manual) & Computerized Financial Accounting (Tally ERP 9.0, Peachtree, QuickBooks & Excel)

**Kannur University** May 2013

**Bachelor of Commerce**

Sulfex Mattress India Pvt. Ltd Mar 2013

Academic project done on monitoring the production process and process efficiency.

**Personal Details**

Driving License : Indian

DOB : 06-01-1993

Languages Known : English, Hindi & Malayalam

Visa Status : Visit Visa (Expire on Dec 15)

**Reference**

Reference can be provided upon request.