|  |  |
| --- | --- |
| `**UMAR**  doc635 copy.jpg Email:**UMAR.335513@2freemail.com** **Personal Profile**Date of Birth : 19/06/1991  Age : 25Gender : MaleNationality : IndianMarital Status : SingleLanguages : English, Hindi Malayalam &  Tamil.Hobbies : Badminton,  Cricket.**Passport Details**  Date of issue : 20/05/2010 Place of Issue : KOZHIKODEDate of Expiry : 19/05/2020**Area of Interest** ACCOUNTS ADMINISTRATION SALES.**Interpersonal Skills:**Good command over calculationLeadership Loyal towards work & dutiesPositive attitudeCoordinatorExcellent team player | **OBJECTIVE**To achieve a position in the professional field that will enable me to prove my ability, managerial and interpersonal skills together with my ability to quickly acquire and hone new skills so as to provide opportunity for further growth and advancement to the organization and self.**OCCUPATIONAL PROFILE****Accounts Trainee 10th June 2014 To 31st May 2015**AYYAR & CHERIAN Chartered Accountants**Key Responsibilities Handled*** Enter posting of day to day cash, purchase, sales, payment, receipt collection & journal voucher.
* Day to day cash & bank transactions.
* Maintain cash transaction & petty cash book, preparing cash.
* Preparing outstanding list of Debtor &making Payment follow up.
* Reconciliation of Bank Statement at the end of month.
* Maintain salary register in MS-Excel.
* Maintain Balance sheet & profit & Loss.
* Verification of bills & reconciliation of total turnover..
* Aggressive follow up on Accounts Receivables and Ensure timely payment to Accounts Payables.

**Accountant 01st Aug 2015 To 05th Nov 2016** RATHEESH & ASSOCIATES Tax Consultant**Duties and Responsibilities:** * Manage day to day finance and accounts operations.
* Accounts Receivable and Payable Management.
* Sales & Purchase total reconciliation of accounts calculating VAT.
* Preparing of Tax invoices, Vouchers & Agency Payment.
* Monitor Bank Balance, Prepare Bank Reconciliation.
* Preparing monthly profitability reports.
* Service Tax, Vat Return, E-TDS Return Filling, Income Tax E Return filling & other government taxes calculation.
* Overall responsibility of accounting systems and effective control of the financial accounting function.
* Preparing required Reports to Management.
* Aggressive follow up on Accounts Receivables and Ensure timely payment to Accounts Payables.

**TECHNICAL PROFILE** * Operating Systems : Windows XP/7/8/9
* Application Tools : MS–Office, Tally, ERP Software.

**ACADEMICS**Bachelor of Business Administration (BBA) 2011-2014  * Advance Diploma in Multimedia Technology 2009-2010
* Higher Secondary Education (+2) 2007-2009
* Secondary School Education (SSLC) 1997-2007

 **ACHIEVEMENTS*** Active member of Social Upliftment Organizational works among the students and youth under a charitable trust.
* Participation in voluntary service of 240 hours under **National Service Scheme** during the period of 2007-2009
 |