**COVERING LETTER**

Dear sir / madam:

It is with great interest that I am forwarding my CV / resume for your consideration.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV/ resume are enclosed to provide you with details of my skill and accomplishments but I am certain that personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration and I look forward to speak with you soon.

Yours sincerely,

**ASIF**

[**ASIF.346550@2freemail.com**](mailto:ASIF.346550@2freemail.com)

**ASIF **

**Synopsis**

* Young, energetic and result oriented **M.com with B.Com** professional with 1 year’s professional experience in accounts field.
* Fluent in all accounts affairs could be handled professionally and independently.
* Computer proficient in accounts software tally, MS excel, word, access, power point, internet application, and possess high speed typing skill.
* A skilled communicator both oral and verbal with exceptional presentation skills and abilities in taking initiative and possess high level of confidentially.

**Educational Credentials**

* **M.com** from bharathiar university, India in 2016. (*Final result waiting).*
* **B.Com** from kannur university, India in 2014.

**Work Experiences**

# MICRO CORPUS

# *( manufacturers & sellers) kasargod, Kerala, India.*

# *(Dec’ 14 – Nov’15)*

# *Designation:***Assistant Accountant.**

Profile

* Knowledge up to finalization of accounts.
* Day book preparation and vouching.
* Verification of bank reconciliation and confirm with bank statement.
* Managing petty cash transactions.
* Prepared payroll, wages.
* Handling cheques.
* Monitoring customer account details for non- payments, delayed payments and other irregularities.
* Responsible for Recording, Posting and Maintenance of Purchases, Sales, Journal, Payments & Receipts, Inventory, General Ledger Contra Entries and Cash Book using Tally 9.

1. **CPAT**

*Tax and service centre (account& practice) Cannanore, Kerala, India.*

***(****May’ 13 – October’ 13****)***

*Designation:* **trainee as a part of my graduation.**

Profile

* Knowledge up to E-filing-return, taxes, Vat and also worked as tax practitioner.
* Handled general accounting system.
* Attending phone calls & replying to query emails.
* Working knowledge in Tally accounting software.
* Basic understanding of accountancy.
* Depreciation calculation.
* Prepared purchase day& return book, sales day& return book.

**Certification Courses**

* Successfully completed **course in Diploma in Computerized Financial Accounting.**
* Successfully completed the requirements to be recognized as a Microsoft office specialist for **Office Excel® 2007.**

**projects**

**B.com 6th semester**

Subject: **Overall performance of the organization.**

**Personal Details**

* Date of Birth 8th Jul 1993
* Marital Status Single
* Languages known English& Malayalam
* Basic(read write) Arabic& Hindi, Tamil

**References**

Available upon request.