|  |
| --- |
| **E:\aiswarya\pp.jpg** |

**ASHIQ**

**ASHIQ.347595@2freemail.com**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objectives**

In quest of professional opportunities for utilizing my skills and abilities in computerized industries that offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging and creative environment.

**Work Experience**

Presently working as an Accounts Assistant in M/S Stepping Stone Accounting Consultancy ( SSAC ) Thrissur, Kerala. India.

M/S SSAC is an audit Firm having Head Office at Thrissur. Kerala, India and Branch Office at Kozhikode, Kerala,India. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations.

And also From July 2013 to January 2015 work experience as an Account Assistant in Bapilesh & Associates Kozhikode, Kerala. India.

Bapilesh & Associates is an audit Firm. Attained ample experience in the various Accounting activities from Vouching to Finalization of Accounts of Trading, Manufacturing and Service Organizations.

**Experience as an Accounts Assistant in M/S Stepping Stone Accounting Consultancy ( SSAC ) & Bapilesh & Associates.**

* Practice in both manual and computerized accounting.
* Accounting activities up to finalization of accounts.
* Preparation of Credit Note,Debit Note,Stock,Post Dated Cheque ( PDC ) etc.
* Maintenance of various accounting registers for Purchases and Sales.
* Computerization of accounts using Tally 9.
* Preparation of Income & Expenditure Statements for different types of business.
* Preparation of bank reconciliation statements.
* Working experience in Trading and Manufacturing Company accounts.

**Educational Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Course** | **Name of Institution** | **Board/University** | **Percentage Of Marks** | **Year Of passing** |
| **1** | **B.COM** | **Madras University** | **Madras University** | **50** | **2014** |
| **2** | **CA-CPT** | **CAC** | **ICAI** | **53** | **2011** |
| **3** | **PLUS TWO** | **Ideal International School** | **Board of Higher Secondary Examination** | **82** | **2011** |
| **4** | **SSLC** | **Irshad English School** | **CBSE** | **53** | **2009** |

**Computer Knowledge**

* PG Diploma in Business Accounting & Management ( PGDBAM ) from IPA Kerala ( 2015 ).
* Knowledge in SAP - Business One : Global Certificate Holder ( 2015 ).
* Specialized in MS Office- Microsoft Excel Global Certificate Holder ( 2015 ).
* Specialized in Tally ERP 9.0 & Quick Books Accounting Software.
* Knowledge in Computer Fundamentals, Windows XP, Windows 7.
* Certified in Information Technology Training course(ITT) From ICAI ( 2013 )

**Language Competency**

* English --- Speak , Write , Read.
* Malayalam ---Speak , Write , Read.
* Hindi ---Speak , Write , Read.

**Abilities and Area of Strength**

* Ability to work efficiently & effectively in a confidential work environment and to rapidly acquire knowledge.
* Experience in office management with comprehensive problem solving abilities.

 **Declaration**

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