

NIZAR

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# CAREER OBJECTIVE

### Seeking a suitable position in Accounts & Finance, Data Entry and any Admin related works with a reputed Organization, where my education and experience can contribute to the enrichment of myself and growth of the organization and I am available to join immediately.

# EDUCATIONAL QUALIFICATIONS

* **B.Com (COMPUTER APPLICATIONS) (Bharathiar University)**
* **Plus Two (**Board of Kerala**)**
* **SSLC (**Board of Kerala**)**

# IT SKILLS

* **Thorough working knowledge in computerized environment**
* **Systems involving Microsoft Office Packages**
* **Accounting packages – Tally ERP 9,Quickbook,Peachtree**

# WORK EXPERIENCE

Organization : **M/s. ACCOUNTS**

(Accounts contractors provide high quality and specialized accounting services to various industries.)

Location : Cochin – Kerala – India.

Nature of Work : Manual & Computerized Accounting

Position : Accountant

Period : From January 2016 to March 2017(1 year 3 months)

# JOB PROFILE

* Compile and analyze financial information’s and documents to prepare books of accounts and its finalization.
* Maintenance of Day Book and ledgers
* Maintain Cash and accurately record cash transactions.
* Prepare Income Statement and Balance Sheet
* Preparation of cash flow and fund flow statements
* Preparation of projected and provisional Balance sheets
* Payroll preparation and Accounting
* Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
* Reconciliation of banks, creditors, debtors and intercompany accounts

# OTHER Achievement, SKILLS &OTHER ACTIVITES

* Possess effective communication, interpersonal and presentation skills
* Fluency in written and spoken expressions.
* Flexible to adopt changes in accordance with working conditions.
* Capacity to work under stress and strain to meet the deadlines.
* Interest include: Playing Football, Music, Travelling, and Watching Movies.

# PERSONAL INFORMATION

Date of Birth : 29/07/1993

Gender : Male

Nationality : Indian

Marital Status : Single

Religion : Islam

Languages Known : English, Malayalam

Visa Status :Visit Visa (Expiry.10-07-2017)

# **DECLARATION**

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations