**CURRICULUM VITAE**



**JAFAR**

## E-Mail: [jafar.383438@2freemail.com](mailto:jafar.383438@2freemail.com)

**SUMMARY:**

Accounting professional with one and Half Years of experience,

Possesses multiple skills covering many financial areas such as**Laws,Ledger Analysis, Financial Statements, Taxation, VAT** and **Economic Regulations.**

# AREA'S OF EXPERTISE:

# Book keeping

# Processing Invoices

# Payment's and Receipts

# Petti Cash

# VAT

# Rectification

# WORK EXPERIENCE:

* 1 Year Experience as an Accountant Trainee in

## HM Academy.

* 1.6 Years of Experience as an Accountant in

## Nanma Communication Pvt. Ltd.

**EDUCATIONAL QUALIFICATION:**

* Higher Secondary 2012-2013
* B.Com (Co-operation) 2014-2017
* Diploma in P.A.P (Professional Accounting Practices 2016-2017)

# DUTIES AND RESPONSIBILITIES:

* Prepares journal entries, Cash and inter fund transfer
* Controlling income and expenditure
* Controlling Purchases, Sales, Debit note and Credit note
* Writing up the forms and manuals for Accounting and book keeping personal
* Involved in preparing monthly managrment reports
* Organizing coordinating the work of juniour accounting personal
* Assisted treasury team in doing bank reconcilations
* Helped to plan manage and report budgets

# KEY SKILLS AND COMPETENCIES:

* Confident with the Accounting software's (TallyERP9,Quickbook,Peachtree)
* Ability to manage the duties of a storkeeper
* Confident with the basic office software packages(Excel, Word, PowerPoint)
* Ability to manage multiple tasks simultaneously
* Managerial and supervisory skills
* Fast learner with capabilities to lead one

# LANGUAGES KNOWN:

# English, Hindi, Tamil, Malayalam

**PERSONAL DETAILS:**

* DOB : 09-08-1995
* Sex : Male
* Religion : Islam-Muslim
* Nationality : Indian, Keralite
* Marital Status : Single
* Visa Status : Visit Visa

**PASSPORT DETAILS:**

Date of Issue : 05-08-2015

* Date of Expiry : 04-08-2025
* Place of Issue : Cochin

# DECLARATION:

Hereby declare that all the information's furnished above are true and correct to the best my knowledge and belief..