

**JAFAR**

Jafar.384935@2freemail.com

**CAREER OBJECTIVE**

A challenging career in the field of Finance and Accounting in a dynamic environment that allows me to utilize my inherent strengths and acquired skills to the fullest and where my desire and drive to succeed will contribute to the organization’s growth and profitability.

**PROFESSIONAL EXPERIENCES**

**1) K. SASIDHARAN FCA, CHARTERED ACCOUNTANT FIRM,**

A Service Organization Providing Accounting & Auditing Consultancy Services for the Manufacturing Companies, Trading Concerns , Hospitals , Schools& Financial Institutions etc.

**POSITION: ACCOUNTANT&AUDIT EXECUTIVE (17-06-2013 to 30-05-2014)**

**Responsibilities:**

* Reconciliation of All Accounts
* Checking and Correcting of Journal and Ledgers
* Preparation of Financial Statements Such as Profit and Loss Account Balance sheet
* VAT Calculations
* Vouching of Accounting Entries
* Calculation of Taxes
* Statutory Audits of State banks and Co-operative Banks
* Internal Auditing and Preparation of Audit Report

**2)**

A Company Leading Manufacturer and Exporter Self ink Stamps

**POSITION: ACCOUNTANT (01-11-2014 to 31-03-2017)**

**Responsibilities:**

* Analyze Different General Ledger Accounts Regularly
* Collate Bank Statements on Monthly Basis
* Maintaining & Follow up of all Account Payables& Receivables
* Administer all Bank Transactions and Oversea Data Recording Procedures monthly

*Resume of Jafar*

* Input Vat and Output Vat Calculation
* Handling Petty Cash for the Business Purpose
* Monthly Reconciliation of Raw material , Store and Finished goods
* Preparations of Financial Statements such as P&L and BS **EDUCATIONAL QUALIFICATIONS**:
* **MBA –FINANCE(Doing)**
* **BACHELOR OF BUSINESS ADMINISTRATION**
* **HIGHER SECONDARY EDUCATION - COMMERCE**

**System Exposure**

* Advanced working experience in accounting software TALLY ERP 9
* Advanced working knowledge in M.S Office
* E-Mail & Internet Applications

**STRENGHTS AND SKILL**

* Exposure to Corporate Accounting
	1. Voucher preparation
	2. Journal Entry
	3. Ledger Entry
	4. Preparation of Trial Balance
	5. Preparation of Income statements & Balance Sheet
	6. Vat calculations
	7. Internal auditing and preparation of audit report
* Having excellent work experience in manufacturing& trading
* Ability to handle multi- task and work under pressure
* Flexible, effective team player & hardworking
* Ready to take any responsibilities
* Positive mind ready to take any responsibilities

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| **PERSONAL DETAILS** |  |  |
| Date of Birth |  | : | 05-10-1992 |
| Nationality | : | Indian |
| Visa Status | : | Visit |
| Religion | : | Muslim |
| Marital Status | : | Single |
| Languages Known | : | English, Hindi, Tamil and Malayalam |

**DECLARATION**

I hereby assure you that all the above mentioned information is true and correct to the best of my knowledge and belief. If I give a chance to server under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.

JAFAR

*Resume of Jafar*