**CURRICULUM VITAE**



**ASHIQUE**

**ACCOUNTANT**

 **E-mail** : Ashique-389814@2freemail.com

**OBJECTIVE**

Becoming an accountant isn’t something that you just fall into; it requires years of training and a strong set of skills

**ACADEMIC BACKGROUND**

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| **EXAMINATION**  | **BOARD/UNIVERSITY**   | **COMPLETION YEAR**  |
| Bachelors of business  |   |   |
| management(**BBM**)  | Mangalore University  | 2016  |
| Diploma in Corporate Accounts  |   |   |
| and Management(**DCAM**)  | Ass Institute  | 2017  |

**WORK EXPERIENCE** -**1 Year & 5 Month**

**Sovereign Industry LLC, Ajman, U.A.E**. (From 2018 May 22 to September 26, 2018)).

 **:**  **Accounts Assistant**

* To manage accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash/Cheque/voucher in a timely manner.
* Preparation of Financial Statements i.e. from General Entry to Ledgers, Trial Balance, Profit & Loss account and Balance Sheet.
* Perform Cashier duties including receipts and payments at the front desk.
* Buying & Selling of Co. products and preparing of related documents.
* Contributes to team effort by accomplishing related results as needed
* Preparation of books of accounts & bank reconciliations,
* Preparing and filing of VAT returns

**Accountants Service Society, Kochi, Kerala, India.** (From 2017 June 16 toMarch 21, 2018).

 : **Accountant**

* Preparation of Financial Statements i.e. from General Entry to Ledgers, Trial Balance, Profit & Loss account and Balance Sheet.
* Registering all accounting entries using Accounting Software.
* Assisting institutions with the preparation of year-end returns (creditors, debtors, payments ,and receipts in advance)
* Contributes to team effort by accomplishing related results as needed
* Preparation of books of accounts, bank reconciliations, vouching, ledger scrutiny and preparing financials up to finalization.
* Recording Day-to-day Transactions

**COMPUTER PROFICIENCY**

* Accounting Software : **TALLY ERP 9, SAGE, QUICKBOOK, SAP FICO, SAP BUSINESS ONE**
* **MS OFFICE (WORD, EXCEL)**
* Email Application and Internet Research

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| **HOBBIES**   |

* Earing Music
* Traveling
* Playing cricket, football
* Driving

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| **PERSONAL DETAILS**   |

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| * Date of Birth
 |  | : 18-05-1993  |
| * Language Known
 |  | : English, Hindi, Malayalam, Arabic (Read &write)  |
| * Marital Status
 |  | : Single |
| * Nationality
 |  | : Indian |
| * Visa Status
 |  | : Visit Visa(valid till June 25,2019)   |