**P E R S O N A L**

**P R O F I L E**

|  |
| --- |
| B com holder from Calicut university with Twelve yearsexperience in accountingand finance environmentwith knowledge and expertise in managementaccounting and generalaccounting area. My objective is to ensure the availability of the accurate information at the right time,to add value to the decision making process. |

**S K I L L S**

Comprehensive understanding of finance and accounting process.



**IRSHAD**

A C C O U N T A N T

Strong analytical, problem solving and organizational abilities.



The ability to work under pressure and perform multi-tasking.

Excellent communication skills to persuade, influence and negotiate.

Excellent pc skills and spreadsheet skills.

The ability to follow instructions and deliver quality results

**W O R K E X P E R I E N C E**



**Contracting company Riyadh-Soudi Arabia Accountant 2007-2008**

**C O N T A C T**





**Healthcare Company Riyadh-Soudi Arabia Computer Operator 2008-2012**

Al Ain

United Arab Emirates

irshad-405029@2freemail.com

+971504753686

**ALAM MUHEET Contracting EST Riyadh-Soudi Arabi Accountant 2013-2021**

**E D U C A T I O N**

**O T H E R**

**C E R T I F I C A T E**

Tally, ERP, Open Mind, Falcon Windos XP/ Vista/ win 7

Ms office,Excel,Power point

**A R E A S O F**

**I N T E R E S T**

● Prepare daily entries on ERP Systems ● Bank Entries

● Account recievables follow up

● VAT Filing-indepth

● Payroll Handling-indepth ● Dealing with clients and contractors

● Letter drafting-indepth

● Employee Affairs-salary, insurance etc ● Payment Handling-contractors, sub cont ● Purchasing, Billing, Returs , Voucher etc

**V I S A**

**D E T A I L S**

Visa status :Visiting visa

Date of issue :16/02/2023 Date of Expiry :16/04/2023



Bachelor of commerce Calicut University







2002-2005

Kerala State Board Higher secondary 2000-2002

Kerala state board SSLC

2000

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**H O B B I E S & I N T E R E S T**



|  |  |
| --- | --- |
|  | Meeting people and communicating , actively take part in Business developement activity.Sports and cooking.Want to walk some extra miles to achieve excellence in personality development and in turn career. |

**P E R S O N A L**

**D E T A I L S**



Date of birth :01/02/1983

Nationality:India

Marital status :Married

Languages : English, Hindi , Arabic, Malayalam